

Missouri State Highway Patrol



EQUAL EMPLOYMENT OPPORTUNITY PLAN

2004

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EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Missouri State Highway Patrol is firmly committed to a policy of equal employment opportunity and of nondiscrimination in public service. The Patrol will administer personnel policies and conduct employment practices in a manner which treats employees and qualified applicants on the basis of qualifications, experience, and other work-related criteria without regard to race, color, religion, sex, age, national origin, veteran status, or disability. Equal opportunity will be provided in all personnel practices, such as recruitment, hiring, training, promotions, classification/compensation, transfers, demotions, termination, layoffs, disciplinary action, benefits, and social or recreational programs.

As the Superintendent, I pledge my support to this policy. Each commander will be responsible for ensuring the proper administration of this policy. Management at every level must share the responsibility of promoting equal employment opportunities.

The means to achieve the Patrol's goals and objectives are outlined within the Equal Employment Opportunity Plan. The Missouri State Highway Patrol is committed to implement good faith efforts to meet our goals.

The Equal Employment Opportunity Plan will be made available to all employees of the Missouri State Highway Patrol via the Patrol's internal Intranet Site. The Equal Employment Opportunity Plan will also be made available to the general public and potential employees via the Patrol's Internet website. All complaints alleging discrimination shall be brought to the attention of the Equal Employment Opportunity Officer, in the Human Resources Division, at telephone number (573) 526-6117.



ROGER D. STOTTLEMYRE, Colonel
Superintendent

The Equal Employment Opportunity Plan covers all facilities owned, operated, leased, or under the direction of the Patrol. The following is a list of the Patrol Headquarters and Service Center offices:

Missouri State Highway Patrol General Headquarters Post Office Box 568 Jefferson City, MO 65102-0568 Telephone (573) 751-3313	Missouri State Highway Patrol Troop E Headquarters 4947 Highway 67 North Poplar Bluff, MO 63901-8719 Telephone (573) 840-9500
Missouri State Highway Patrol Troop A Headquarters Post Office Box 158 Lee's Summit, MO 64063-0158 Telephone (816) 622-0800	Missouri State Highway Patrol Troop E Service Center 105 Keystone Drive Sikeston, MO 63801-5603 Telephone (573) 472-5200
Missouri State Highway Patrol Troop B Headquarters 308 Pine Crest Drive Macon, MO 63552-1030 Telephone (660) 385-2132	Missouri State Highway Patrol Troop F Headquarters Post Office Box 568 Jefferson City, MO 65102-0568 Telephone (573) 751-1000
Missouri State Highway Patrol Troop C Headquarters 599 South Mason Road St. Louis, MO 63141-8550 Telephone (314) 340-4000	Missouri State Highway Patrol Troop G Headquarters Post Office Box 10 Willow Springs, MO 65793-0010 Telephone (417) 469-3121
Missouri State Highway Patrol Troop C Service Center Post Office Box 612 Park Hills, MO 63601-0612 Telephone (573) 431-0166	Missouri State Highway Patrol Troop H Headquarters Post Office Box 8580 St. Joseph, MO 64508-8580 Telephone (816) 387-2345
Missouri State Highway Patrol Troop D Headquarters 3131 East Kearney Street Springfield, MO 65803-5044 Telephone (417) 895-6868	Missouri State Highway Patrol Troop I Headquarters Post Office Box 128 Rolla, MO 65402-0128 Telephone (573) 368-2345
Missouri State Highway Patrol Troop D Service Center 4282 South Grand Ave. Carthage, MO 64836-9541 Telephone (417) 359-1500	

EQUAL EMPLOYMENT OPPORTUNITY PLAN

The Equal Employment Opportunity Plan has been established and designed to promote equal employment opportunity. At a minimum, this plan will include the following:

1. Equal Employment Opportunity Policy Statement
2. Executive Summary
3. Goals, Objectives, and Steps to achieve the Objectives
4. Responsibility for Implementation
5. Workforce Utilization Analysis
6. Identification of Problem Areas
7. Dissemination Policy
8. Missouri Labor Market Information Report
9. Policy Section
10. Analysis Section

The Patrol's official Equal Employment Opportunity Policy Statement, signed by the Superintendent, is displayed at the front of this document. The Patrol is dedicated to fairness and impartiality in all personnel policies and practices.

The Patrol, in the following Equal Employment Opportunity Plan, hereby reaffirms its commitment to establish and implement comprehensive policies and procedures for equal employment opportunity. Also, our commitment is to be in compliance with state and governmental regulations, as well as federal regulatory guidelines, concerning equal employment opportunity. In furtherance of the Equal Employment Opportunity Plan, the Patrol will recruit and identify with impartiality, qualified minority and protected class individuals for potential employment. The Patrol will strive to diversify its workforce to reflect the citizenry served. To achieve this, Patrol recruiters are assigned statewide. One full-time Recruitment Coordinator is assigned to the Human Resources Division, in Jefferson City. Three full-time "regional" recruiters are located in the St. Louis, Springfield, and Jefferson City areas to allow a more concentrated effort toward the recruitment of minority and protected class individuals in metropolitan areas and adjoining states. Approximately 50 part-time recruiters are assigned statewide to assist in this effort. Recruiters have been instructed to aggressively seek minority and protected class individuals.

Specific goals are provided as a guide toward achieving the overall mission of the Patrol. The equal employment opportunity goals established by the Patrol are not intended to be quotas. These goals shall be instituted and applied as good faith efforts toward implementing the Equal Employment Opportunity Plan.

EXECUTIVE SUMMARY

The Missouri State Highway Patrol is committed to the principles of equal employment opportunity, as well as equal access to services provided. The Patrol's Equal Employment Opportunity Plan embodies the commitment to attract, hire, develop, and retain a diverse workforce.

Achievements of Prior Year's Goals

The Missouri State Highway Patrol will continue to apply good faith efforts to increase the percentage of minority and protected class employees in its workforce. The following action items were developed to assist in recruiting efforts:

Action Item #1: The Missouri State Highway Patrol Recruitment Committee will meet annually and make recommendations to improve the recruiting efforts of minority and protected class applicants.

Objective: Continual efforts will be made to reach parity as expeditiously as possible without compromising the integrity of the organization and the equality of employees.

Status: The Recruitment Committee met on Feb 27, 2004 to discuss policy changes, past recruiting accomplishments, and future activities. As a result of the meeting, the following recommendations were made:

1. Continue exploring the possibility of customizing the "community alliance" program for college coaches to enhance recruitment efforts.
2. Include an article on the Mentoring Program in the Patrol News.
3. Include a Recruitment page on the Patrol website and add the other enhancements as the website progresses.
4. Explore the possibility of partnering with a college to grant credit for community alliance attendance.
5. Include a recruiting message during all presentations made by Patrol employees, including methamphetamine education.

Action Item #2: The Missouri State Highway Patrol will encourage minority and protected class employees to refer their friends and acquaintances to the Patrol to maximize the participation of such applicants.

Objective: The Missouri State Highway Patrol will raise awareness of equal employment opportunities at each management level within the organization.

Status: The Equal Employment Opportunity Statement is publicized in the Patrol's Career Opportunity Bulletins, Job Opportunity Bulletins, and Operations Manual. The equal employment opportunity policy is discussed at troop meetings, organizational meetings, orientation sessions, and are a part of the Patrol's in-service training programs.

Action Item #3: The Missouri State Highway Patrol Recruiters will provide information packets to predominately minority and protected class college and university career counselors with benefit information, applications, and career opportunity information.

Objective: Increase recruitment, selection, training, retention, promotion, and compensation of minority and protected class individuals to equal their representation in the community.

Status: Patrol recruiters contact minority and protected class colleges and universities in their respective areas and provide information about employment opportunities. The Human Resources Division, within General Headquarters, provides colleges and universities with job announcements by sending them Patrol Job Opportunity Bulletins.

2005 Equal Employment Opportunity Plan Strategic Issues/Goals

The Patrol affirms its commitment to ensure each employee, as well as all applicants seeking employment with the Patrol, is treated equitably regardless of race, color, national origin, sex, age, disability, religion, or veteran status. It is the intent of the Missouri State Highway Patrol to utilize the Equal Employment Opportunity Plan to assist with honoring this commitment.

To ensure this, the 2005 goals will include the following:

1. Continue exploring the possibility of customizing the Patrol's community alliance program to assist in recruitment efforts and the possibility of partnering with a college to grant credit for community alliance attendance.
2. Enhance recruiting efforts by including the Internet as a potential resource to educate the public about Patrol services and job opportunities.
3. Continue to make available, promotional opportunities and career path options to all employees. Programs will be monitored to ensure all employees have equal opportunity to advance within their chosen career paths.

Minority and Women Business Enterprise (M/WBE) Purchasing Goals

The Missouri State Highway Patrol has increased efforts in all operational areas in order to improve participation by minority and female vendors, contractors, and consultants. The Patrol will continue to engage in outreach activities intended to assist in the identification of firms that can be used to increase minority and female participation.

Small businesses normally require immediate payment for purchases, which can be a challenging dilemma for the Patrol. Even in cases where purchase orders and/or direct billing can be utilized, several small businesses elect not to make a business transaction due to the delay in payment.

The Patrol will continue to utilize the services of MBE businesses and will seek ways to increase our purchasing amounts from WBE businesses when possible.

Summary

Workforce Statistics

Part of the Executive Summary requirement is to provide a “snapshot” of the workforce of the Missouri State Highway Patrol. The attached chart outlines the demographics of the Patrol’s uniformed members workforce based on job group, salary, race, and gender.

	Recruit	Trooper	Corporal	Sergeant	Lieutenant	Captain	Major	Lt. Colonel	Colonel
Actual Average Salary	\$31,596	\$35,650	\$41,705	\$51,927	\$61,412	\$67,549	\$75,060	\$79,030	\$86,482
Total Male	96.15%	95.28%	97.06%	96.81%	96.67%	96.15%	100%	100%	100%
Total Female	3.85%	4.72%	2.94%	3.19%	3.33%	3.85%	0.00%	0.00%	0.00%
Total Black	3.85%	3.15%	5.04%	5.67%	8.33%	7.69%	20%	100%	0.00%
Total Other	3.85%	2.47%	3.36%	1.77%	3.33%	0.00%	0.00%	0.00%	0.00%

Source: Employment by job group, race, and gender report provided by the Missouri State Highway Patrol, Sworn Officers Utilization Analysis report, as of February 16, 2005. Salary information was obtained from the Missouri State Highway Patrol, 2004 Salary Schedule Report.

Minority and Women Business Enterprise (M/WBE) Procurement Summary

Purchases from minority business enterprise (MBE) and women business enterprise (WBE) are tracked through the Patrol’s Budget and Procurement Division. Executive Order 98-21 stipulates a 10% purchasing goal for MBE and a 5% purchasing goal for WBE. For fiscal year 2004, the Patrol’s MBE expenditures were 11.56%, while the WBE expenditures were 1.09%.

GOALS, OBJECTIVES, AND STEPS TO ACHIEVE THE OBJECTIVES

Goals

The primary goals of the Patrol's Equal Employment Opportunity Plan are to:

1. Provide equal employment opportunity to all qualified individuals in the areas of recruiting, employment, compensation, benefits, promotions, special assignments, transfers, Patrol sponsored training, and education, without regard to race, color, religion, sex, age, national origin, veteran status, or disability.
2. Comply with all applicable governmental laws and regulations relating to nondiscrimination and equal employment opportunity. Specifically, Presidential Executive Order 11246, as amended, and the Governor's Executive Order 94-03, prohibiting discrimination based upon race, color, religion, sex, age, national origin, veteran status, or disability.

Objectives

The objectives of the Patrol's Equal Employment Opportunity Plan are to:

1. Increase recruitment, selection, training, retention, promotion, and compensation of minority and protected class individuals to equal their representation in the community, as reported in the most recent U.S. Census Bureau Survey for the State of Missouri. Continual efforts will be made to reach parity as expeditiously as possible without compromising the integrity of the organization and the quality of employees.
2. Identify and analyze all areas of employment and promotional processes to further the principles of diversity and equal employment opportunity in the workforce.
3. Raise awareness of equal employment opportunities at each management level within the Patrol.

Steps to Achieve the Objectives

1. Recruitment
 - a. A nationwide toll-free telephone number (1-800-796-7000) will be maintained solely to enhance recruitment efforts by permitting individuals to call the Patrol recruiting section, without charge, from anywhere in the United States.
 - b. The Patrol Recruitment Committee will meet annually and make recommendations to improve the Patrol's recruiting efforts of minority and protected class applicants.
 - c. Recruiters will be selected in each troop and trained in recruitment procedures and techniques. Each recruiter will be allowed time to recruit in their area. Recruiters will recruit at military installations for personnel transitioning from the armed forces, within and outside Missouri. The Patrol will participate in job fairs, career

days, youth motivation programs, internship programs, and related activities at high schools, and community organizations. Recruiters will also recruit at predominantly minority and protected class colleges and universities, especially those with criminal justice programs. They will provide information packets to career counselors with benefit information, applications, and career opportunity information. Recruiters will serve as liaisons with community leaders and church officials, both within and outside the State of Missouri. Commanders and recruiters will strive to increase recruitment activities when staffing obligations permit.

- d. The Patrol will utilize recruitment videotapes, public service announcements for TV, print media, and broadcast media, flyers, recruitment brochures, Internet, recruiting displays, and other recruitment mechanisms to focus recruitment efforts on minority and protected class individuals. The Patrol will advertise recruitment drives and job openings in predominately minority and protected class publications, on minority oriented radio and television stations, as well as other media. A variety of photographs of individuals representing both minority and protected class groups will be featured in advertisements, recruiting brochures, and other similar publications. If possible, a cross spectrum of all employees will be included.
- e. The Patrol will encourage minority and protected class individuals to refer family, friends, and acquaintances to the Patrol to maximize the participation of such applicants.
- f. Equal employment opportunity posters (both federal and state) will be displayed and visible to the public at General Headquarters, troop headquarters, and service centers statewide.

2. Employee Selection Procedures

- a. Employee selection techniques, processes, and employment standards criteria used by the Patrol will conform to the Equal Employment Opportunity Commission (EEOC) Uniform Guidelines on Employee Selection Procedures. The procedures utilized for hiring, lateral transfers, promotions, and/or reclassifications of minority and protected class employees will be monitored to ensure the selections are occurring on a nondiscriminatory basis. If any are found to have an adverse impact on minorities or protected class individuals, they will be revised or eliminated, unless those standards are identified as being a Bona fide Occupational Qualification (BFOQ). If changes are made, the Equal Employment Opportunity Officer, Director of Human Resources, or his/her designee will review the EEOC's uniform guidelines to ensure the implementation of the changes are in accordance with applicable regulations.

- b. Job descriptions will be reviewed to ensure they do not adversely affect minorities and protected class applicants. They will also be evaluated and revised to ensure they are job-related and list the essential job functions.
- c. The Human Resources Division will ensure oral interview boards for employment consist of a diverse membership. Personnel properly trained in employment interviewing techniques will perform employment interviewing and screening in an impartial and fair manner.
- d. A Trooper Selection Process schedule will be established and disseminated to all applicants for each recruit class, as well as being posted on the Patrol's Intranet and Internet website.

3. Training

- a. Peace Officer Standards and Training (POST) requires members to maintain forty-eight hours of continuing education annually. The Patrol will conduct Cultural Awareness and Preventing Sexual Harassment training to all employees. Agency-wide familiarization with rules of conduct will be periodically reviewed and changes made where appropriate.
- b. Supervisors will discuss career development opportunities with employees and will encourage them to seek training and education to enhance career advancement. These procedures should help prepare employees to achieve long-range occupational goals.
- c. The Patrol will conduct on-the-job and/or formal classroom training as prescribed by the training plan.
- d. Comprehensive training for all recruiters will be conducted annually.

4. Retention

- a. Employee benefit plans; including retirement, disability, and insurance benefits will be monitored to ensure these benefits conform to federal and state laws and regulations governing equal employment opportunity.
- b. The Patrol actively encourages all employees to participate in Patrol sponsored events.
- c. When vacancies occur, and at the direction of the Superintendent, the Equal Employment Opportunity Officer, with involvement from the commanders and supervisors, will carefully evaluate placement of minority and protected class employees. Special scrutiny will be given to assigning or transferring minority and protected class employees to underutilized areas or locations where they have not historically been assigned.

- d. The Patrol will ensure no de facto segregation exists.
5. Promotions
- a. The Patrol will utilize a formal employee job evaluation program. The Human Resources Division will review the promotion criteria and procedures to ensure that promotional decisions are made without regard to race, color, religion, sex, age, national origin, veteran status, or disability. Employees will continue to be upgraded and promoted on the basis of their ability, skill, and experience.
 - b. The Human Resources Division will review work specifications and job qualifications to ensure job relatedness.
 - c. The Patrol will ensure qualified minority and protected class employees are considered for promotion. When making promotional decisions, the Superintendent, commanders, supervisors, and at the direction of the Superintendent, the Equal Employment Opportunity Officer, will verify that all promotions are nondiscriminatory.
 - d. During employee performance evaluations, supervisors will assist employees in the identification and achievement of career goals.
 - e. The Human Resources Division will ensure oral interview boards for promotions consist of a diverse membership.
 - f. The Patrol will recognize minority and protected class members eligible for promotion to the rank of Lieutenant from the applicable Assessment Center candidates.
 - g. Employee assignments, transfers, promotions, and separations will be monitored at all management levels to ensure the Patrol's Equal Employment Opportunity Plan is followed.

RESPONSIBILITY FOR IMPLEMENTATION

The Superintendent is ultimately responsible for the overall direction of the Patrol's Equal Employment Opportunity Plan. Commanders will be responsible for the administration of the Equal Employment Opportunity Plan within their division/troop. The Superintendent, in consultation with the director of the Human Resources Division, will also appoint an Equal Employment Opportunity Officer to develop, promote, and coordinate the Equal Employment Opportunity Plan.

Equal Employment Opportunity Officer Responsibilities

1. Develop, plan, notify, and maintain the Patrol's equal employment opportunity policy and procedures. This will ensure the requirement of Presidential Executive Order 11246, as amended, and the Office of Federal Contract Compliance Program's rules and regulations are adhered to.
2. Annually evaluate the equal employment opportunity progress within the Patrol. This evaluation includes establishing future goals and timetables that are reasonable, attainable, and consistent with the Patrol's equal employment opportunity commitment.
3. Upon request from the Superintendent, assist management in resolving problems that may arise as the Patrol's Equal Employment Opportunity Plan is implemented.
4. Upon request from the Superintendent, serve as the representative, along with the Patrol's legal counsel, in dealing with federal and state equal employment opportunity policies.
5. Assist in the investigation and reporting of employee complaints that deal with discrimination.
6. Assist the Recruiting Coordinator and the full and part-time recruiters in an effort to increase minority and protected class recruitment activities, as well as serve as a liaison with minority and protected class organizations and community action groups. The Recruitment Committee will be consulted in developing alternative approaches.

Human Resources Division Director Responsibilities

1. Ensure the Patrol's personnel practices and policies are in compliance with the Equal Employment Opportunity Plan.
2. Participate in the analysis of training programs, hiring and promotion patterns, etc., in an effort to ensure the Patrol is achieving the Equal Employment Opportunity Plan goals.
3. Discuss the Patrol's equal employment opportunity policies with employees under their command to ensure the programs are being implemented.
4. Review the qualification of employees who are transferred or promoted to ensure minority and protected class employees are given full opportunities.
5. Complete periodic Patrol facility inspections to ensure all equal employment opportunity posters and notices are displayed.

6. Prevent the harassment of any employee because of their placement through equal employment opportunity efforts.
7. Make every effort to increase minority and protected class employee representation as members of applicant oral boards and promotional interview boards.

WORKFORCE UTILIZATION ANALYSIS

The Patrol is committed to provide equal opportunity in all areas for minority and protected class individuals. Patrol employees are basically divided into two classifications, uniformed members and civilians. The civilian workforce is further divided into three groups; uniformed civilians, radio personnel, and civilians.

Uniformed Members

Emphasis is placed on the selection of minority and protected class members and career development. The Patrol strives to achieve a staffing that is reflective of the percentage of minorities in the state of Missouri according to current census data. The Patrol is committed to hiring qualified minority and protected class individuals to compliment the agency's diversity. Currently, the Patrol has 34 females in the Protective Service job category. Because the number of females seeking careers in law enforcement continues to increase, the Patrol will emphasize recruiting efforts in this area. It is our goal to increase female representation by placing a special emphasis on recruitment of females into officer positions.

Because African Americans comprise the largest segment of the minority population in the state of Missouri, the following goals have been established:

Current Status		January 1, 2006 Goal	
Lt. Colonel	1	Lt. Colonel	1
Major	1	Major	1
Captain	2	Captain	3
Lieutenant	5	Lieutenant	11
Sergeant	15	Sergeant	20
Corporal	13	Corporal	18
Trooper	12	Trooper	25
Total	49	Total	79

The following calculations for the annual goals of Underutilized Job Groups were based on the Office of Administration's workforce statistics as of June 30, 2004. Currently, the Patrol has 902 protective service employees, which includes Sergeant, Corporal, and Trooper positions. Because the sworn workforce (troopers) is the most visible to the public, emphasis is placed on this position with respect toward recruiting and underutilization. According to the Office of Administration, Office of Equal Employment Opportunity, of the Protective Service positions (Sergeant, Corporal,

Trooper), the Patrol should have 5.87% as African American males and 27.97% females (24.57% White, 2.77% African American, 0.31% Hispanic, and 0.32% other minority females). Within the Official/Administrative positions (Colonel, Lieutenant Colonel, Major, Captain, Lieutenant), the Patrol should have 1.13% other minority males and 32.67% females (29.96% White females and 2.71% African American females).

The Patrol will continue to assess the availability of specialized positions for minority and protected class officers. The Equal Employment Opportunity Officer will monitor the selection process as it pertains to specialized positions, monitor members being selected for positions for which they have applied, and verify the non-selection of minority and protected class applicants are based on nondiscriminatory criteria. The Equal Employment Opportunity Officer will notify staff, in writing, of potential problem areas concerning the selection of officers for specialized positions.

All goals established by the Patrol are not intended as quotas, rather as good faith efforts toward implementing the Equal Employment Opportunity Plan.

Radio Personnel and Civilian Employees

The Patrol is committed to actively recruit minorities and protected class individuals for radio personnel and civilian positions. Therefore, both uniformed and non-uniformed civilian recruiters will be utilized in this effort.

Using the utilization analysis, the Patrol will establish staffing goals for radio personnel and civilian employees. In order to better coincide with state employment figures, the Patrol has, for analysis only, divided the civilian workforce into six groups; office/clerical, paraprofessional, professional, service/maintenance, skilled craft, and technician.

Underutilized Job Groups

The Patrol recognizes areas of employment where minority and protected class employees are underrepresented. Goals have been established by the Office of Administration, Office of Equal Employment Opportunity, in each of the Equal Employment Opportunity (EEO) Job Categories where minority and protected class employees were underrepresented. Where underutilization in any job group exists, goals have been established.

A significant difference of employee statistics may be evident, depending on when the information is accessed. Based on statistics from the Office of Administration effective June 30, 2002, there were 2,480 individuals employed by the Patrol. The following table represents the goal for the number of employees established by the Office of Administration, Office of Equal Employment Opportunity. The source of raw data is from the U.S. Census. The number listed under the "Total Employees" category defines the percent and number of minority and protected class employees the Patrol currently has. The "Annual Goal" category lists the total percent and number of minority and protected class employees the Patrol should strive to have in each of the EEO categories.

The Annual Goal total is based upon statistical data from the Office of Administration when comparing the current workforce with Missouri's available workforce.

Job Category	Total Employees	Participation Rate		Annual Goal	
		%	#	%	#
101 Officials/Administrators	96				
Other Minority Males		1.04	1	1.13	1
White Females		3.13	3	29.96	29
African American Females		0.00	0	2.71	3
102 Managers/Administrators	7				
103 Managers/Specialized Training	4				
White Females		25.00	1	36.29	1
202 Auditors and Accountants	3				
203 Computer Professionals	54				
Other Minority Males		1.85	1	2.25	1
White Females		42.59	23	56.09	30
African American Females		1.85	1	2.80	2
204 Other Professional	80				
African American Males		0.00	0	2.40	2
White Females		51.25	41	51.75	41
African American Females		3.75	3	5.98	5
Other Minority Females		0.00	0	1.54	1
208 Management Analyst, Personnel	6				
302 Engineering/Science	7				
303 Other Technicians	648				
White Females		40.59	263	67.75	439
African American Females		2.31	15	2.56	17
401 Protective Service	902				
African American Males		4.10	37	5.87	53
White Females		3.10	28	24.57	222
African American Females		0.33	3	2.77	25
Hispanic Females		0.00	0	0.31	3
Other Minority Females		0.00	0	0.32	3
601 Clerical Support/Keyboard	172				
African American Males		0.00	0	1.36	2
African American Females		2.33	4	8.49	15
Hispanic Females		0.00	0	1.21	2
Other Minority Females		0.00	0	1.38	2
602 Clerical Support/Non-keyboard	36				
African American Males		0.00	0	3.03	1
African American Females		2.78	1	11.58	4
701 Skilled Craft Workers	31				
African American Males		0.00	0	4.82	1
White Females		3.23	1	4.21	1
801 Food Preparation	10				
802 Cleaning and Bldg. Service	39				
African American Males		2.56	1	13.89	5
White Females		17.95	7	25.68	10
African American Females		0.00	0	5.24	2
803 Transportation Occupations	1				

IDENTIFICATION OF PROBLEM AREAS

Analysis of Potential Problem Areas

In making an in-depth analysis of the Patrol's Equal Employment Opportunity Plan, particular attention must be focused on job groups where minority and protected class employees are underutilized. A detailed statistical breakdown of underutilization is set forth in the utilization analysis section.

The Patrol continually strives to make progress in placing minorities and protected class employees in job groups throughout the Patrol.

During the conversion of databases utilized by the Office of Administration, Office of Equal Employment Opportunity, errors were found in the number of employees the Patrol has in some job categories. Information from the Patrol's Information Systems Division (ISD) was also utilized to accurately capture the total number of Patrol employees.

A more conclusive breakdown of labor market areas (LMA) and metropolitan statistical areas (MSA) is needed to fully incorporate the geographic makeup of Patrol employees. Future discussions with other state agencies within the Department of Public Safety will be needed to assist departments in future completion of respective EEO plans.

Purchases from minority business enterprise (MBE) and women business enterprise (WBE) are tracked through the Patrol's Budget and Procurement Division. Small businesses normally require immediate payment for purchases, which continue to be a challenging dilemma for the Patrol. These businesses may not participate in a competitive bid process when contacted. Immediate purchases, which do not require bid process, may still be of an amount where purchase orders or direct billing would require a substantial delay in payment. Executive Order 98-21 stipulates a 10% purchasing goal for MBE and a 5% purchasing goal for WBE. For fiscal year 2004, the Patrol's MBE expenditures were 11.56% while the WBE expenditures were 1.09%. The Patrol will strive to find ways to increase purchasing from these targeted businesses.

Process to Correct Underutilization

The Patrol has identified minority and protected class employees in job groups that are underutilized. The declaration of underutilization is not an admission of impermissible conduct. It is neither a finding of discrimination nor an indication of a lack of good faith equal employment opportunity efforts. Rather, it is a technical targeting term used when seeking to apply good faith efforts to increase the percentage of minorities and protected class employees in its workforce. As in the past, the Patrol will monitor its activities during the plan year in all job groups, but will concentrate attention to underutilized areas.

Pursuant to 41 Code of Federal Regulations (CFR), the Patrol's Equal Employment Opportunity Officer has developed Goals, Objectives, and Steps to Achieve Objectives

and will continue to review them to ensure the Patrol's commitment to equal employment opportunity is being implemented fully.

DISSEMINATION POLICY

The Patrol recognizes the importance of communicating equal employment opportunity policies and procedures to employees and prospective employees. The Equal Employment Opportunity Plan is drafted and developed through efforts of the Patrol's Human Resources Division. The Director of the Human Resources Division, or his/her designee, will be responsible for its dissemination. To ensure the dissemination of these policies, the Patrol will disseminate the plan as follows.

Intranet Dissemination

The Equal Employment Opportunity Plan will be placed on the Human Resources section of the Patrol's Intranet, Info Site. All Patrol employees will have access to review the plan.

The equal employment opportunity policy will be discussed at troop meetings, organizational meetings, orientation sessions, and will be part of the Patrol's in-service training programs, as well as the annual recruiters training.

The equal employment opportunity statement will be publicized in the Patrol's Career Opportunity Bulletins, Job Opportunity Bulletins, and Operations Manual. Policies regarding nondiscrimination (i.e., sexual harassment, rules of conduct, etc.) will also be included in the Operations Manual.

Internet Dissemination

The Equal Employment Opportunity Plan will be made available to the general public and potential employees via the Patrol's Internet website.

All Patrol facilities will publicly display the state and federal employment opportunity posters.

POLICY SECTION

EQUAL EMPLOYMENT OPPORTUNITY

The Patrol's policy on equal employment opportunity states the Patrol will recruit, select, and employ without discrimination because of race, color, religion, national origin, sex, age, or disability. Employees will be treated equally with respect to compensation, opportunities for advancement to include upgrading, promotion, transfer, and all other terms of employment. The Patrol will continually work toward improving recruitment, employment, employee development, and promotional opportunities for minority and protected class employees.

MISSOURI STATE HIGHWAY PATROL

GENERAL ORDER

Subject EQUAL EMPLOYMENT OPPORTUNITY		Number 31-02-0986
Date of Issue February 18, 2005	Effective Date March 10, 2005	Distribution A
Related Directives/Forms General Order 52-01; Intradepartmental Correspondence, SHP-15		
Related CALEA Standards 31.2.1; 31.2.2; 31.2.3; 31.3.1; 32.1.1		
Instructions Discard Rescinded General Order 31-02-0687		

PURPOSE: To establish Patrol policy regarding Equal Employment Opportunity within the agency.

POLICY: To recruit, select, hire, transfer, promote, and take necessary disciplinary action against employees without discrimination because of race, color, religion, national origin, sex, age, or disability; to treat employees equally with respect to compensation, opportunities for advancement including upgrading, promotion, transfer, and all other terms and conditions of employment; and to work continually toward improving recruitment, employment, development, and promotional opportunities for minorities and protected class employees.

I. RESPONSIBILITIES

A. Superintendent

1. The superintendent bears the ultimate responsibility for ensuring the proper development and implementation of the Equal Employment Opportunity Plan.
2. The superintendent will designate a member as the Equal Employment Opportunity (EEO) Officer.

B. Equal Employment Opportunity Officer

The EEO officer will coordinate the development and maintenance of an Equal Employment Opportunity Plan that provides for an annual analysis of present employment policies, practices, and procedures pertinent to their impact on the employment and utilization of minorities and other protected class citizens. In addition, the EEO officer will:

1. serve as the liaison with various minority groups, equal employment opportunity contacts, and the Patrol's designated recruiters.
2. maintain files necessary to monitor the effectiveness of the Equal Employment Opportunity Plan and any adverse impact in the selection processes.

3. supervise, monitor, and coordinate implementation of the Equal Employment Opportunity Plan.
4. submit semi-annual statistical reports to the superintendent, staff and all commanders detailing the number of sworn officers and civilian employees showing protected class categories, i.e., gender, ethnic group, etc.
5. ensure a copy of each recruit selection process analysis is forwarded to the superintendent.
6. review and ensure all elements of the member selection process are job related.
 - a. The director of the Human Resources Division, the HRD director's designee, or the EEO officer will conduct a study and submit a report assessing the validity, utility, and any adverse impact following any member selection process in which significant changes in the process were implemented. More frequent studies may be conducted if deemed necessary.
 - b. If adverse impact is discovered which is not based on a job requirement, the director of the Human Resources Division, the HRD director's designee, or the EEO officer will submit a recommendation on Intradepartmental Correspondence, SHP-15, to the superintendent for correcting the adverse impact. Reports should be submitted within three months of the completion of the selection process studied.
7. prepare and submit through channels compliance reports as requested by any equal employment opportunity regulatory agency.
8. assist in the development of personnel policies and practices as they relate to equal employment opportunity.
9. ensure the "Equal Employment Opportunity Statement" is maintained in a current form and is provided to all components.

II. EQUAL EMPLOYMENT OPPORTUNITY PLAN

A. Contents

The Equal Employment Opportunity Plan (EEOP) will, at a minimum, include:

1. a statement of measurable objectives,
2. key activity timetables,
3. a plan of action to make needed corrections, specifying the actions to be taken and a timetable for implementing the plan, and
4. an evaluation plan.

B. Commitment

1. The EEOP represents the agency's commitment to assure equal employment opportunity in all aspects of its operations affecting employees and job applicants. It is a planned management program which, to be effective, must have the support and commitment of all agency levels.
2. The Patrol will strive to increase the entry and growth of minorities and protected class employees in the work force and ensure equal employment opportunity in the Patrol is a fact, as well as an ideal.

III. POLICY DISSEMINATION AND METHODS

A. Objectives

Objectives of policy dissemination are:

1. to inform both new and current employees, employment applicants, employment agencies, recruitment sources, and the general public, that the Patrol is committed to the principle and practice of equal employment opportunity and affirmative action in the employment and advancement of minorities and protected classes.

2. to ensure all Patrol employees are aware that discrimination based upon race, color, religion, national origin, gender, age, or disability is a violation of Patrol policy as well as state and federal law.

B. Methods to Achieve Objectives

1. This order will serve as written notification to all employees of the Patrol equal employment opportunity policies.
2. All new employees will be provided access to Patrol directives concerning the Family and Medical Leave Act, Fair Labor Standards Act, and the Americans with Disabilities Act.
3. Equal employment opportunity and affirmative action will be emphasized in all Patrol personnel procedures.
4. Affected commanders will ensure the current Patrol Equal Employment Opportunity Statement is prominently displayed in the lobbies of all General Headquarters buildings that are open to the public and all troop headquarters and service center buildings.
5. The Human Resources Division will ensure that the Patrol is identified as an equal opportunity employer by including the phrase "An Equal Opportunity Employer," or a clause that stipulates equal opportunity in all job advertising and recruitment activities.

IV. COMPLAINTS OF DISCRIMINATION

A. Reporting

Complaints alleging discrimination in the workplace should be immediately reported as outlined in General Order 52-01, "Complaint Reporting and Investigation."

B. Investigation

Investigation into allegations of discrimination in the workplace will be conducted by the Professional Standards Division in consultation and coordination with the EEO officer, or the Professional Standards Division may refer the investigation to the EEO officer.



ROGER D. STOTTEMYRE, Colonel
Commanding Officer

SEXUAL HARASSMENT

The Patrol is committed to ensure all employees work in an atmosphere free from all forms of discrimination including sexual harassment. Behavior that fits the definition of sexual harassment is not only unprofessional, but is in violation of Patrol policy and federal and state laws.

All Patrol employees have the right to work in an environment free from all forms of discrimination and conduct, which can be considered harassing, coercive, disruptive, or that creates a hostile or offensive work environment. No employee of the Patrol, either male or female, should be subjected to unsolicited or unwelcome sexual overtures. Sexual harassment is a form of misconduct, which can undermine the integrity of the Patrol and will not be tolerated.

Allegation of sexual harassment will be investigated in a timely and aggressive manner. Behavior that constitutes sexual harassment may result in disciplinary actions up to and including dismissal.

MISSOURI STATE HIGHWAY PATROL

GENERAL ORDER

Subject SEXUAL HARASSMENT		Number 26-06-0973
Date of Issue December 3, 2004	Effective Date December 24, 2004	Distribution A
Related Directives/Forms Section 703, Title VII, of the 1964 Civil Rights Act; General Orders 26-01, 26-02, and 52-01; Counseling Report, SHP-78; Complaint Receipt, SHP-872; Sexual Harassment Advisory for Employees/Student Interns, SHP-356; Sexual Harassment Advisory for Supervisors, SHP-357		
Related CALEA Standards 26.1.1; 26.1.3		
Instructions Discard Rescinded General Order 26-06-0838		

PURPOSE: To prohibit all forms of sexual harassment and establish procedures to report and investigate allegations of sexual harassment to facilitate timely, appropriate corrective action.

POLICY: To maintain a professional work environment free of sexual harassment, by preventing sexual harassment, taking direct, immediate action to report, investigate, and remedy all instances which may occur, and by not tolerating sexual harassment in any form or at any level.

DEFINITIONS:

1. Sexual Harassment: Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment,
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- c. such conduct creates a hostile work environment.

2. Workplace: Any place where Patrol work or activities are performed or there is a work-related context including work-related discussions or activities conducted at private residences, private business, during out-of-state business trips, etc.

I. FORMS OF SEXUAL HARASSMENT

A. Quid Pro Quo Harassment

Quid pro quo harassment occurs when a supervisor, member of management, or other person in a position of authority in a workplace requires an employee to submit to sexually offensive actions, relations, or situations as a condition of employment or as a basis for employment decisions. This also includes persons who are not employees, but who are

working for the Patrol, e.g., National Guard personnel, student interns, independent contractors, etc. **Employees are prohibited from explicitly or implicitly engaging in Quid Pro Quo sexual harassment.** Examples include, but are not limited to:

1. an employee who appears uncomfortable with sexually explicit language in the workplace being told "That's the way we talk, get used to it if you want to keep working here."
2. an employee being required to engage in sexual relations to remain eligible for a promotion, obtain a favorable job performance evaluation, or avoid possible disciplinary action or dismissal.

B. Hostile Work Environment

1. Hostile work environment harassment exists when unwelcome conduct of a sexual nature unreasonably interferes with an employee's job performance or creates an intimidating, demeaning, abusive, or offensive work environment. A hostile work environment can cause an adverse psychological or emotional effect upon an employee. **Employees are prohibited from engaging in any form of sexual harassment that creates a hostile work environment for any person.**
2. A hostile work environment can be created by members of management, supervisors, co-workers, or persons who are not employees but with whom the affected individual must associate in performing job-related duties. A hostile work environment may be created when:
 - a. the offensive conduct is not specifically directed toward the offended employee. Third party exposure to offensive conduct, such as overhearing sexually explicit discussions or jokes, seeing sexually

explicit photographs or conduct by others can create a hostile work environment.

- b. it is stated or inferred that an employee is not competent or qualified for an assignment due to gender, or that persons should be restricted to traditional roles for their gender.

II. ROLES AND CIRCUMSTANCES

A. Gender of Involved Parties

Both males and females can be sexually harassed, or sexually harass others.

B. Prior Submission

Employees who have previously been subjected to any form of sexual harassment but did not object or file a complaint, are not barred from objecting or filing a complaint for similar conduct in the future. Employees are, however, strongly encouraged to promptly report all such instances.

C. Participation or Consent

In those situations in which employees have voluntarily participated in behavior of a sexual nature, speech, conduct, or a consensual relationship, but no longer welcome such behavior, those employees have an affirmative duty to declare to the person(s) with whom the employee has engaged in such activity that the behavior is no longer welcome.

III. PROBLEMATIC AND PROHIBITED BEHAVIOR

A. General Prohibitions

No employee will create an intimidating, hostile, or offensive environment, or subject any person to sexually offensive conduct or sexual harassment through verbal, nonverbal, or physical behavior of a sexual nature. In determining whether alleged conduct constitutes sexual harassment, the Patrol will look at the totality of the circumstances, such as the nature of the incident(s) and the context in which the alleged incident(s) occurred. The determination of the legality of a particular action will be made from the facts, on a case-by-case basis.

B. Behavior Always Prohibited as Sexual Harassment

The following prohibited activities always constitute sexual harassment:

1. making acceptance of unwelcome sexual conduct or advances or requests for sexual

favors a condition of employment, continued employment, or promotion, or any other employment decision.

2. unwelcome sexual advances or overtures, or unwelcome teasing of a sexual nature.
3. intimidating another person, directly or indirectly (to include communication such as e-mail, or written or recorded messages), for not complying with sexual advances/overtures.
4. sabotaging the efforts of an employee so as to be able to ridicule that person for an apparent inability to properly perform the job because of gender.

C. Prohibited Behavior Subject to Determination

The following activities are prohibited and depending on the context and circumstances, may be determined to be sexual harassment:

1. telling stories or jokes or making comments or innuendoes having a sexual connotation.
2. unwelcome kissing, hugging, or unnecessarily touching, brushing, or bumping against a person.
3. displaying or circulating by any medium within the workplace pictures, posters, calendars, drawings, pin-ups, cartoons, or similar publications of nude or scantily clad persons.
4. displaying or circulating by any medium within the workplace written or electronic materials, pictures, drawings, or other similar materials which are sexually suggestive or have a sexual connotation.
5. repeatedly asking an employee out, unnecessarily following an employee, making unwelcome telephone calls, sending unwelcome electronic or personal messages or items, making unnecessary and unwelcome personal visits or contacts, or intimidating another person.
6. making suggestive or sexually offensive gestures, facial expressions, or movements.
7. suggestive or demeaning staring or looks such as leering, ogling, and "visually undressing."
8. referring to others using demeaning or inappropriate terms such as honey, hunk, sweetie, babe, girls, doll, etc.

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9. telling or suggesting to members of the opposite sex that they are not competent or qualified for an assignment due to gender.
10. making comments or asking questions of a vulgar, provocative, sexually derogatory, or suggestive nature, e.g., discussing sexual activities, commenting about a person's body, commenting about how an employee's clothing fits, etc.
11. spreading rumors or lies about another employee's personal relationships or sexual activities.
12. discriminating based upon gender by failing to provide equal opportunity in the workplace. Discrimination includes disparity or unfavorable treatment or employment decisions regarding any person or group of persons in comparison to other persons or groups because of their gender.

D. Retaliation Prohibited

No employee will retaliate against any person for reporting instances of perceived sexual harassment or for participating in any manner in an investigation of allegations of sexual harassment.

IV. FACTORS AND CIRCUMSTANCES

A. Frequency of Offensive Behavior

A single substantiated incident of certain behaviors may constitute sexual harassment, while a pattern of such behavior constitutes sexual harassment in most cases.

B. Context of Behavior

All allegations of sexual harassment will be analyzed by the nature of the conduct, the context in which the incident behavior took place, the perspective of each party involved, and the totality of the circumstances. Courts have established that the "reasonableness" standard in determining the severity and pervasiveness of sexual harassment is gender specific and will be determined from the perspective of the person who found the conduct offensive.

C. Duty Status

While sexual harassment under Title VII deals with the workplace, the prohibited acts that constitute sexual harassment can be committed while one or more of the parties involved is not "on duty." **All such acts ultimately have an**

adverse effect upon the workplace; therefore, any such conduct is specifically prohibited regardless of the duty status of either individual.

V. RESPONSE TO HARASSING BEHAVIOR

A. Employees Subjected to Harassment

1. Employees who believe they are being subjected to sexual harassment should, **if feasible**, inform the person committing the conduct that the actions are unwelcome and offensive and should be stopped immediately. If the person does not immediately stop the offensive behavior, the employee should promptly contact the appropriate supervisor for assistance.
2. It is recognized that some persons may prefer to deal with some incidents of offensive behavior themselves without reporting the incident to a supervisor and filing a formal complaint. Because the Patrol has an obligation to prevent, investigate, and correct sexual harassment, employees are **strongly encouraged** to officially report **all** instances of sexual harassment as outlined in this order.

B. Employees Witnessing Suspected Harassment

Employees who observe conduct that appears to constitute sexual harassment should, at a minimum, inform their supervisor of their observations or submit a Complaint Receipt, SHP-872, detailing the alleged misconduct.

VI. REPORTING SEXUAL HARASSMENT

A. Consultation with Supervisor

1. Employees who believe they have been subjected to sexual harassment should promptly report the incident to their supervisor and complete a Complaint Receipt, SHP-872. All circumstances and a listing of any witnesses to the incident should be thoroughly documented on the complaint form.
2. Supervisors receiving reports from employees who believe they have been sexually harassed will forward those complaints **in all cases**, regardless of the supervisor's personal beliefs about the incident.
3. If the employee's supervisor is involved in the incident, the employee may go to the next level in the chain of command or report the incident directly to the Professional Standards Division.

B. Form

Sexual harassment is misconduct; therefore, employees will report sexual harassment in accordance with General Order 52-01, "Complaint Reporting and Internal Investigations." After reviewing the facts and circumstances stated in the complaint, the director of the Professional Standards Division may recommend the employee file a grievance or take other appropriate action if no factual allegations of misconduct are alleged in the complaint.

VII. INVESTIGATIONS AND CONFIDENTIALITY

A. Roles

1. The Professional Standards Division will be promptly contacted and have primary jurisdiction in investigating all allegations of sexual harassment.
2. Individual components will not conduct internal investigations of sexual harassment unless so authorized by the director of the Professional Standards Division.

B. Confidentiality

All employees will observe strict confidentiality with respect to sexual harassment incidents and investigations. Information will be shared only with those who specifically need to know of the incident or to fulfill legal requirements, Patrol responsibilities, and policy requirements.

C. Conduct

Investigations of sexual harassment will be conducted as outlined in General Order 52-01 and will be conducted in a thorough, prompt, discreet, and sensitive manner. The Professional Standards Division will develop and maintain a detailed policy regarding such investigations to ensure they are properly conducted. This provision will not apply to situations arising out of enforcement contacts with offensive subjects.

VIII. SUPERVISORY RESPONSIBILITIES

A. Prevention of Sexual Harassment

Supervisors, including all managerial personnel, are responsible for preventing sexual harassment in the workplace. In substantiated cases of repeated or flagrant sexual harassment within a particular component, a separate internal investigation will be conducted of the component supervisor for possible malfeasance of duty.

B. Knowledge of Harassment and Procedures

Supervisors and managers will be knowledgeable regarding the various acts and types of conduct that may constitute sexual harassment and with the proper manner for reporting incidents of sexual harassment. They will assist any employee who comes to them for help in resolving and reporting sexual harassment.

C. Lead by Example

Supervisors and managers will set a positive example in their personal speech and conduct so as to demonstrate to all employees in their component a true commitment against sexual harassment.

D. Observation, Intervention, and Prevention

Supervisors and managers will be continually alert for conduct by or affecting employees which could constitute sexual harassment, and will intervene and take appropriate action to stop subtle behaviors or practices in the workplace which could likely lead to sexual harassment. A Counseling Report, SHP-78, will be completed to document corrective actions taken.

E. Action to be Taken

1. Supervisors and managers will take immediate action to stop, correct, and report all allegations or instances of sexual harassment about which they have knowledge regardless of whether the employees are assigned to their component.
2. If an employee who has been subjected to sexual harassment is unwilling to sign a Complaint Receipt alleging sexual harassment, and the supervisor has reasonable grounds to believe sexual harassment took place, the supervisor will submit a detailed Complaint Receipt form through channels to the Professional Standards Division.
3. Failure by supervisory and management personnel to take appropriate action will be grounds for discipline.

F. Prevention of Retaliation

Supervisors and managers of employees who have initiated allegations of sexual harassment will monitor activities in the workplace and periodically consult with the employee to ensure no retaliation against the employee occurs.

G. Sexual Harassment by Non-employees

1. Employees who, incident to their employment with the Patrol, are sexually harassed by persons who are not Patrol employees should report the situation to the affected supervisor.
2. Supervisors receiving reports of sexual harassment of employees by persons who are not Patrol employees will take action to ensure the harassment stops. The supervisor may personally contact the offending party to resolve the situation or may request assistance from a more appropriate Patrol official. In all cases, the supervisor will submit Intradepartmental Correspondence reporting in detail the situation, the action taken, and the results obtained.

H. Limit Contact

Upon learning of allegations of sexual harassment within their component, supervisors will take immediate action to limit contact between the complaining and the offending party.

1. The action taken should be done with due consideration for work needs, the feelings of those involved, and possible adverse perceptions of others in the workplace.
2. Any accommodations should be to facilitate a professional and productive workplace and not to cause any person to feel as if the action is retaliatory or punitive.

IX. DISCIPLINARY ACTION

Disciplinary action, up to and including dismissal, will be taken against employees who violate this sexual harassment policy.

X. OFFENSIVE JOB-RELATED DUTIES

A. Exposure Inherent to Some Duties

In the normal course of performing their required duties, members and civilian employees may be exposed to sexually offensive conduct or materials resulting solely from the adverse nature of law enforcement work, contact with the public, and the related processing of reports and property.

B. Advance Notice to be Given

The Human Resources Division will inform persons seeking employment in jobs that could reasonably be expected to involve regular exposure

to sexually offensive conduct or materials of this possibility either on the job posting notice, at the oral interview, in the job description, or through other appropriate means prior to hiring.

C. Supervisory

When feasible, supervisors will attempt to minimize the exposure of employees under their supervision to job-related sexually offensive conduct or materials.

XI. ADVISORY FORMS

A. New Civilian Employees or Interns

1. General Headquarters

- a. The Human Resources Division orientation representative will review this order on sexual harassment with all new civilian employees hired in General Headquarters as part of the new employee orientation and with all new General Headquarters interns at the start of their internships.
- b. On or about the first day of employment at General Headquarters, the immediate supervisor of each new employee or intern will review the Patrol sexual harassment policy with the employee or intern, including the fact that the policy will be available to the employee or intern at all times in the operations manual maintained in their workplace. The review will be done using the Sexual Harassment Advisory for Employees/Student Interns, SHP-356. Upon completing the review, the employee or intern and supervisor will sign and date the form.

2. Troops

- a. This order on sexual harassment will be reviewed with all interns starting at the troop and with all new civilian employees hired at the troop level as part of the new employee orientation conducted by the troop.
- b. On or about the first day of an internship or employment at a troop, the immediate supervisor of the intern or new employee will review the Patrol sexual harassment policy with the intern or employee, including the fact that the policy will be available to the employee or intern at all times in the operations manual maintained in their workplace. The review will be done using the Sexual Harassment Advisory

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for Employees/Student Interns, SHP-356. Upon completing the review, the employee or intern and supervisor will sign and date the form.

supervisors within their commands review and sign a Sexual Harassment Advisory for Supervisors, SHP-357, within two weeks of being promoted.

B. Recruits

The Training Division will ensure this policy is reviewed with all recruits at the beginning of recruit training and ensure each recruit is issued a copy of this directive. After reviewing this order, the Training Division will have each recruit complete a Sexual Harassment Advisory for Employees/Student Interns, SHP-356.

C. Newly-Promoted Supervisors

Commanders will ensure all newly-promoted corporals and all newly promoted civilian

D. Routing and Disposition of Advisory Forms

All Sexual Harassment Advisory forms required by this order will be promptly submitted to the Human Resources Division where they will be permanently maintained in the employee's personnel file.

XII. SUPERVISORY AND MANAGERIAL TRAINING

The Training Division will provide a block of instruction on the subject of sexual harassment in all supervisory and managerial training courses offered at the Academy.


ROGER D. STOTTELMIRE, Colonel
Commanding Officer

COMPLAINT REPORTING AND INVESTIGATION

The Patrol's policy on Complaint Reporting and Investigation was designed to protect the public trust and the integrity of the Patrol by ensuring the professional conduct of all employees through uniform, systematic administrative procedures, and a prompt, objective investigation of complaints of employee misconduct.

MISSOURI STATE HIGHWAY PATROL

GENERAL ORDER

Subject COMPLAINT REPORTING AND INTERNAL INVESTIGATIONS		Number 52-01-0717
Date of Issue July 31, 1998	Effective Date August 15, 1998	Distribution A
Related Directives/Forms Section 43.150, RSMo.; General Orders 01-03, 22-05, 26-01, 26-02, 26-05, 26-06, and 63-01; Notification and Waiver of Rights, SHP-354; Internal Affairs Case Log, SHP-870; Complaint Receipt, SHP-872; Complaint Notification, SHP-873; Release of Medical Records, SHP-874; Complaint Disposition and Right of Appeal, SHP-875; Complaint Procedures, SHP-877; Complaint Withdrawal, SHP-878		
Related CALEA Standards 33.6.1; 52.1.1 to 52.1.12		
Instructions Discard Rescinded General Order 52-01-0678		

PURPOSE: To outline responsibilities, authority, policies and procedures relating to complaints of employee misconduct and internal investigations.

POLICY: To protect the public trust and the integrity of the department by ensuring the professional conduct of all employees through systematic, uniform, administrative procedures, and the prompt, objective investigation of complaints of employee misconduct.

DEFINITIONS:

- 1. Complaint:** An allegation of misconduct made by any person against a Patrol employee.
- 2. Investigator:** A member specifically assigned to conduct or assist in conducting an internal investigation.
- 3. Misconduct:** Any violation of the Federal or State Constitution, a statute, executive order, published rule, regulation, or a Patrol written directive.
- 4. Resolved Complaint:** A final status of a complaint when the complainant does not wish to sign a Complaint Receipt form or pursue the complaint and no further action appears necessary.

I. COMPLAINT RECEIPT PROCEDURES

A. When in Contact with a Potential Complainant

Employees who come in contact with a person who indicates a desire to file a complaint of misconduct against the employee will, upon request, courteously provide the person with:

1. one of their current Patrol business cards or give the person their name, badge or identification number (if applicable), assignment, and name and business telephone number of their commander.

2. a current Complaint Procedures pamphlet, SHP-877, or a brief, accurate summation of proper complaint procedures.

B. Receiving Complaints

Complaints will be received by any employee and will be summarized and documented on a Complaint Receipt, SHP-872. Employees will not interfere with, discourage, or delay the making or investigation of a complaint. When possible, complainants appearing in person or making contact by telephone will be referred to a supervisor. Complaint Receipt forms will be promptly forwarded to the Professional Standards Division.

C. Discontent with Policies - Not a Complaint

Expressions of discontent with policies, procedures, Patrol operations, or statutes are not complaints and may be addressed at the troop level, by the appropriate division, or by the Field Operations Bureau. When any doubt exists whether the expressed discontent concerns allegations of misconduct by Patrol personnel or a policy, operation, or statute, the Professional Standards Division will be consulted for guidance regarding appropriate action to address the person's concerns.

D. Grievances Not to be Duplicated as Complaints

Employees will not submit complaints on issues which have been or are being submitted as grievances as outlined in General Order 25-01. Only upon the advice of the director of the Human Resources Division, after a review of the grievance and consultation with the director of the Professional Standards Division, could a complaint of misconduct be submitted.

E. Employee Obligation to Report Misconduct

1. Knowledge of known or reasonably suspected misconduct will be promptly documented by the affected employee on a Complaint Receipt form and forwarded without delay through channels to the Professional Standards Division when one or more of the following criteria is met. Conduct which appears to:
 - a. Constitute a felony, criminal misdemeanor, or a violation of a person's constitutional rights
 - b. Have potentially dangerous consequences or subject an employee or the Patrol to civil liability
 - c. Constitute discrimination or sexual harassment.
 - d. Interfere with the proper administration of justice
 - e. Tarnish the reputation of the Patrol or undermine public confidence in the Patrol
 - f. Adversely affect the operation, efficiency, or morale within the workplace.
2. If any doubt exists as to whether an incident meets the above listed criteria, the employee will report the incident.
3. These reporting requirements do not prevent supervisors from fulfilling their responsibility to take authorized corrective action upon discovering minor problems or improprieties.

F. May Go Outside Normal Chain of Command

If extreme circumstances warrant, an employee initiating a complaint may contact (anonymously if deemed necessary) any supervisor up to and including the superintendent or any member of the Professional Standards Division by the most appropriate means of communication available without regard to the normal chain of command.

G. Incidents of Possible Discrimination

1. The reporting requirements regarding misconduct as stated in this order will not prevent employees who have questions or concerns about incidents of possible

discrimination in the workplace from consulting the Equal Employment Opportunity (EEO) Officer. Such consultation is encouraged to provide clarification or reassurance, but will not be used in lieu of the formal complaint process when misconduct is apparent.

2. If, after consultation with the EEO Officer, the incident appears to be one of discrimination, the EEO officer will confer with the director of the Human Resources Division who will determine if a Complaint Receipt should be submitted. In those cases where a complaint would be required, the director of the Human Resources Division will submit the Complaint Receipt to the Professional Standards Division.
3. Investigation of allegations of discrimination in the workplace will be conducted by the Professional Standards Division in consultation and coordination with the EEO officer, or the Professional Standards Division may refer the investigation to the EEO officer.

H. Notification of Serious Vehicle Accidents

Commanders will immediately notify the director of the Professional Standards Division of accidents involving Patrol vehicles or employees operating a vehicle in the course of their employment where a death or serious injury occurs to any person or when other circumstances warrant such notification. Investigations will be initiated by the affected commander; however, the director of the Professional Standards Division may assign an investigator to assist in the investigation, or at the direction of the superintendent, conduct the investigation, or conduct a separate internal investigation.

I. Reporting by Supervisors and Commanders

The affected supervisor or commander or the director of the Professional Standards Division will initiate a complaint in cases where sufficient information exists to create a reasonable suspicion of misconduct meeting one of the listed criteria, but no one outside the Patrol is willing or able to sign a Complaint Receipt form, or when a report of employee misconduct is made or forwarded to the Patrol by a governmental official or other similar situation.

J. Form and Content

1. **The only proper method of filing a complaint is by submitting a signed Complaint Receipt form.** Additional

pages, photos, or other documents may be attached.

2. The employee taking the complaint will attempt to obtain the full name, address, and telephone number of the complainant and assist in recording that and other necessary information on a Complaint Receipt form.
3. Blank forms will not be provided to a complainant for submission at a later time.
4. The "Type of Complaint" block at the top of the form should be concise and specifically identify the conduct which is the subject of the complaint, e.g., "excessive force," not just the term "misconduct." Similarly, the narrative description of the complaint should be as specific as possible.

K. Complaints Made In Person

When the complaint is made in person, the complainant will be asked to sign the completed handwritten Complaint Receipt form and will be provided a copy of the form upon request. A copy of the Complaint Procedures pamphlet, SHP-877, should be given to the complainant.

L. Letters of Complaint

Complaints received in letter form will be forwarded to the Professional Standards Division as soon as practicable. The Professional Standards Division will prepare a Complaint Receipt form for the complainant's signature and mail it to the complainant with appropriate correspondence.

M. Telephone Complaints

Telephone complaints should be properly documented on a Complaint Receipt form. The employee taking the call should ask the complainant what action by the Patrol is desired or expected in the matter to determine if the complaint may be resolved.

1. If the complainant indicates only a desire that the employee's supervisor be notified or other similar action, the complaint may be resolved with a notation of the complainant's reply in the complaint resolved section of the form.
2. In all other cases, the complainant should be informed the Professional Standards Division will mail a Complaint Receipt form to the complainant for signature

and will contact the complainant when the case is concluded.

N. Third Party Complaints

1. Employees receiving third party complaints, other than parents or guardians of minor children or other persons who are unable to represent themselves, will make a reasonable effort to determine if the person who is reportedly aggrieved by the alleged misconduct wishes to make a complaint.
2. Because all citizens may reasonably expect Patrol personnel to be accountable for compliance with prescribed rules and regulations, third party complaints will be accepted.
3. Action taken on third party complaints may be limited to a preliminary inquiry, or the scope of the investigation may be limited to the alleged conduct which most directly affected the third party complainant.

O. Anonymous Complaints

1. Anonymous complaints, regardless of how they are received, will be reported on a Complaint Receipt form and forwarded to the Professional Standards Division.
2. The director of the Professional Standards Division will review anonymous complaints and ensure appropriate action is taken as dictated by the seriousness of the allegations, apparent credibility of the complainant, and any relevant facts which are known at that time.
3. A preliminary inquiry will be conducted if the allegations are sufficiently serious to warrant such action. If a preliminary inquiry indicates misconduct and further investigation is necessary, the director or the affected commander will sign a Complaint Receipt form to initiate a formal investigation; otherwise, any file generated on an anonymous complaint will be retained in a temporary file in the same manner as if the complaint had been resolved.

P. Cases Involving Multiple Complainants

When more than one person wishes to sign a complaint against an employee, a single Complaint Receipt form should be completed and signed by the person most directly affected by the alleged misconduct. The other possible complainants should be listed on the form as witnesses.

Q. Resolved Complaints

Some complaints may be resolved at the time of receipt. If it does not delay the forwarding of complaint related documents, commanders may contact the complainant and attempt to resolve the complaint when facts indicate such action would likely settle the complaint of a relatively minor issue to the satisfaction of the complaining party.

1. When a complaint is resolved within the affected component, the completed Complaint Receipt form will be so marked and an explanation of how the complaint was resolved will be recorded on the form.
2. The Complaint Receipt form will be signed by the affected commander and will be forwarded through channels with any letters or other documentation to the Professional Standards Division. A response by the affected employee may be included if the employee so desires.
3. When complaints are resolved by the Professional Standards Division, the matter will be referred to the affected commander for any action deemed appropriate by the commander. The employee will be notified and given an opportunity to respond to the allegation if desired.
4. Records of resolved complaints will be maintained by the Professional Standards Division in a temporary file and will be destroyed after one year if no other complaint of a similar nature is received. If a similar complaint is received, the records will be maintained an additional year, and so on until a full year has passed without receipt of a similar complaint.

R. Withdrawal of Complaints

1. Complaints may be withdrawn after a case number has been assigned to the complaint by the Professional Standards Division only when the complainant indicates a desire to forego a complete investigation. Employees will avoid giving any appearance of soliciting or encouraging the withdrawal of a complaint.
2. Withdrawal of a complaint will be properly documented on a Complaint Withdrawal, SHP-878, signed by the complainant. The Professional Standards Division will be notified of circumstances surrounding the withdrawal as soon as practicable, and the form will be forwarded to the Professional

Standards Division to be included in the case file.

3. Unless facts known at that time, including anticipation of a possible civil suit, indicate a need to fully investigate the allegations, or unless the accused employee requests the investigation be completed, the case will be closed, filed in a temporary file, and purged in the same manner as a resolved complaint.

II. INVESTIGATION OF COMPLAINTS

A. Overview

All internal investigations will be conducted in accordance with this order and specific policies and procedures established by the Professional Standards Division. No employee will conduct an investigation of another Patrol employee except as specifically provided by general order.

B. Preliminary Inquiries

The Professional Standards Division will review each complaint to determine its gravity. Prior to initiating an official investigation and notification of the affected employee, a preliminary inquiry may be made to identify the involved employee, to verify the reliability of the source or authenticity of the complaint, or to clarify the allegations.

C. Assignment for Investigation

The director of the Professional Standards Division will assign the complaint for an internal investigation based upon the seriousness or sensitivity of the allegation.

1. Normally, the Professional Standards Division will conduct an internal investigation of complaints which concern allegations against command officers, employees in General Headquarters, and personnel from more than one component. Additionally, unless specific circumstances dictate otherwise, the Professional Standards Division will conduct an internal investigation of complaints which concern:
 - a. excessive force or any use of a firearm which results in an injury or death.
 - b. discrimination or sexual harassment.
 - c. governmental figures or political activities.
 - d. drug or alcohol abuse or misuse.

e. abuse of authority or corruption.

f. criminal activity.

2. The Professional Standards Division may, after consultation with the affected bureau commanders, assign a special investigator from a troop other than that of the accused employee to conduct an internal investigation.
3. Any internal investigation involving a member of the Professional Standards Division will be conducted by an investigator designated by the assistant superintendent.
4. Complaints of relatively less serious misconduct should be referred to the accused employee's commander for an internal investigation conducted by command or supervisory personnel from a zone or unit other than that of the accused employee.
5. Cases referred for investigation at the troop or division level will be coordinated, reviewed, and endorsed by the director of the Professional Standards Division.

D. Case Management

The director of the Professional Standards Division will assign a case number to each complaint investigation, create a case file, and maintain a record of each case by its unique number using an Internal Affairs Case Log, SHP-870.

E. Notification of the Complainant

Unless the complaint was filed by a superior in the chain of command of the accused employee or the complainant has expressly indicated a desire not to be contacted, the director of the Professional Standards Division will notify the complainant in writing:

1. to acknowledge initial receipt of letters of complaint and complaints received by telephone.
2. to inform the complainant on the status of a lengthy investigation when the superintendent grants an extension of time to complete the investigation.

F. Notification of the Affected Employee

The director of the Professional Standards Division will, upon initiating an official investigation, promptly notify the employee

who is the subject of the complaint through or in coordination with the affected commander by providing a copy of the complaint and a statement regarding the employee's rights and responsibilities related to the investigation.

1. Except as provided in this order, notification will be accomplished using the Complaint Notification, SHP-873, and a copy of the Complaint Receipt, SHP-872.

2. If such notice could seriously interfere with the investigation of the complaint or another Patrol investigation, or could likely jeopardize the health or safety of any person, the director of the Professional Standards Division may request and/or the superintendent may order that notification be postponed. Any such request or order will be recorded on intradepartmental correspondence.

3. Interviews

4. Unless the accused employee consents in writing to an earlier time, the employee will not be interviewed or ordered to respond in writing in connection with a complaint for forty-eight hours after having received a copy of the complaint. This time limit will **not** apply to internal investigations not associated with a **complaint of misconduct**, such as officer-involved shooting incidents.

5. Employees being interviewed in an administrative investigation will be granted a **reasonable** opportunity to have their attorney present during any interview related to the complaint.

6. Employee spouses, friends, coworkers, or other individuals will **not** be allowed to attend interviews in internal investigations unless both the investigating officer and the accused employee agree such attendance would likely aid in the interview process. Any such person allowed to be present may be expelled by the investigator or the accused employee at any time.

7. Interviews should not be postponed or delayed because an attorney, spouse, or other individual who has been granted a reasonable opportunity to be there fails to appear. This should be made clear to all concerned by the official scheduling the interview.

8. The Professional Standards Division may establish other rules governing the interview

process during internal investigations in the Professional Standards Division Policy & Procedures Manual.

G. Investigator Duties

The assigned internal investigator will:

1. be in charge of the investigation and will be responsible for collecting all necessary data and submitting a complete, written report in a timely manner. Reports should contain all relevant facts, aggravating circumstances, mitigating circumstances, and any instances where it appears that laws, department directives, or other rules applicable to the accused employee were deficient or improper.
2. respect the rights, privacy, and dignity of all persons associated with the investigation consistent with existing statutes and case law.
3. adhere to applicable written investigative procedures as established by the director of the Professional Standards Division. Investigations will be conducted in a complete, thorough, and impartial manner so the complaint can be properly classified and concluded.

H. Employee Obligations

Employees will:

1. **cooperate fully** with investigators assigned to conduct internal investigations.
2. when they are the subject of an internal investigation, not contact the superintendent, assistant superintendent, or any member of the superintendent's staff concerning the matter. Employees who are the subject of an internal investigation will also not contact or discuss the situation with the complainant, witnesses, or anyone connected with the case unless specifically directed to do so by a superior, the assigned investigator, a member of the Professional Standards Division, or other authorized official.
3. when they have initiated the complaint or were witnesses, refrain from contact or discussing the situation except as required by their superiors, investigative personnel, or other authorized official. This requirement should not be construed to prohibit contact or conversation between employees which is necessary to conduct Patrol

business, but to limit the circulation of damaging rumors, gossip, and speculation.

4. answer questions specifically related to the performance of duty or fitness for duty and may be ordered by a superior or the investigator to relate in writing the facts and circumstances as directed unless the employee's statement is to be used in any contemplated criminal prosecution. Employees who refuse to comply with such orders will be placed on administrative leave pending the filing of applicable for-mal charges which could result in their dismissal. Any incriminating statements obtained from an employee under such an order will not be admissible in any criminal prosecution of the employee; nor will the employee be forced to waive the privilege against self-incrimination in criminal cases under threat of dismissal.

I. Complaints of Criminal Misconduct

1. If allegations of criminal activity are made, the director of the Professional Standards Division will be notified as soon as practicable. Any investigation conducted for the purpose of possible criminal prosecution will be referred through channels to the Division of Drug and Crime Control, or may be assigned to a special investigator designated by the superintendent, or another law enforcement agency having jurisdiction may conduct the criminal investigation.
2. The Professional Standards Division will proceed as appropriate with a separate, internal investigation. When a criminal investigation is being conducted, any evidence gained directly or indirectly by the Professional Standards Division investigator handling the internal investigation will not be shared with persons conducting the criminal investigation.
3. Criminal investigations by Patrol employees of persons known to be employed by the Patrol will be conducted only with the approval and at the direction of the superintendent, and will be conducted like any other criminal investigation with the Miranda warnings being provided to the accused employee prior to any interrogation, and a Notification and Waiver of Rights, SHP-354, will be completed. Any incriminating statements by employees who waive their Miranda rights may be used against them in both administrative and criminal actions.

J. Employee Status During Investigation

Employees who are the subject of an internal investigation may be placed on administrative leave or suspended with or without pay pending the outcome of the investigation in accordance with and subject to the requirements contained in General Orders 22-05, "Leave" and 26-01, "Disciplinary Procedures."

K. Examinations or Procedures May Be Required

An employee who is reasonably believed to be involved in an incident which is the subject of an internal investigation may be directed by a superior or the investigator to submit to certain examinations or procedures related to issues being investigated. Any tests or procedures required of an employee during an internal investigation will be conducted within a reasonable time by individuals trained and qualified to perform such tests and will be performed in a professionally accepted manner and in compliance with applicable statutes and existing case law. Unless exigent circumstances exist, approval of the superintendent or designee should be obtained prior to the application of any tests or procedures.

1. When identification of the employee is an issue, the employee may be required to submit to DNA tests, lineups, being photographed, photographic lineups, fingerprinting, voice printing, handwriting samples, or other reasonable means to prove or disprove identity.
2. When truthfulness is an issue or needs to be verified, the employee may be required to submit to a polygraph test.
3. Breath, blood, and urine tests may be required when reasonable suspicion exists of prohibited use of alcohol or involvement with drugs.

L. Records

1. Employees may be required to sign a Release of Medical Records, SHP-874, when information pertaining to medical treatment would tend to prove or disprove relevant, job-related issues in an internal investigation or an inquiry regarding their fitness for duty. Releases may be limited to a specific time period or condition.
2. When financial matters are at issue or need to be verified, an employee may be required

to provide financial disclosure statements which are specifically directed and narrowly related to the investigation.

M. State-owned Property/Facilities

All state-owned lockers, desks, cabinets, vehicles, computer files, and other state-owned property and containers therein are subject to entry and inspection without notice by a supervisor or investigator. This applies even if the employee has placed a personally owned lock on the departmental property. The results of such entry and inspection may be used as evidence in any proceeding.

N. Time Limits and Extensions

Every reasonable effort will be made to ensure that internal investigations and the processing of related reports and correspondence through channels should normally be completed within 30 calendar days.

1. If an investigation exceeds 42 calendar days, the director of the Professional Standards Division will review the circumstances, and if warranted, grant an extension of up to thirty days.
2. Any additional time extensions may be granted only by the superintendent upon the written request of the director of the Professional Standards Division stating the reason the additional time is needed. The employee who is the subject of the investigation and the complainant will be notified when an extension has been granted by the superintendent (unless permission to withhold notification of the employee has been previously granted by the superintendent).
3. All extensions will be recorded in the Professional Standards Division case file.

O. Submission of Completed Investigations

Completed investigations will be submitted to the director of the Professional Standards Division. Investigations conducted at a troop or division level will include a recommendation by the affected commander as to the classification of the complaint and any disciplinary action to be taken consistent with disciplinary guidelines as established by General Order 26-01, "Disciplinary Procedures."

P. Review, Classification, and Endorsement

The director of the Professional Standards Division will review the completed investigation and endorsements and add appropriate recommendations prior to forwarding the case to the superintendent's office for review. The director's endorsement will contain:

1. a determination as to whether the complaint is classified as:
 - a. **Unfounded** - Allegation was false
 - b. **Exonerated** - Incident complained of occurred, but it was lawful or proper
 - c. **Unsubstantiated** - Insufficient evidence was present to either prove or disprove the allegation
 - d. **Substantiated** - The allegation was supported by sufficient evidence.
2. a summary of the reasoning used as the basis for the classification.
3. a recommendation for appropriate action which may include counseling, other corrective and/or preventive measures, a written reprimand, or that the case be reviewed by the superintendent and available members of General Headquarters staff to decide any action to be taken.
4. an explanation of any deficiency identified in any law, department directive, or other rule which is applicable to an employee. Recommended measures to correct the deficiency should be included, if known.

Q. Employee Notification of Disposition & Rights

1. The director of the Professional Standards Division will ensure the accused employee is properly notified of the disposition of the complaint in accordance with General Order 26-01, "Disciplinary Procedures." Notification will be made using a Complaint Disposition and Right of Appeal, SHP-875.
2. The classification of the complaint will be provided, and if the complaint was classified as "substantiated," the recommended discipline will be stated.
3. Prior to the superintendent and staff making an initial recommendation of discipline, the employee will be entitled to a copy of any investigation reports and any other

written or recorded information or other evidence to be reviewed by the superintendent and staff which relates to the complaint.

4. Also prior to the superintendent and staff making an initial recommendation of discipline, the employee will be given a reasonable opportunity to present a written response to the complaint and associated investigation reports and evidence.

R. Complainant Notified of Final Outcome

The director of the Professional Standards Division will also prepare correspondence to the complainant for the superintendent's signature when the case has been fully concluded giving a summary of the results of the investigation and the final disposition of the complaint. A copy of that correspondence will be forwarded to the affected commander, the employee, and other concerned parties. The complainant will not be notified as described above when the complaint was initiated by a superior in the accused employee's chain of command or when the complainant has expressed a desire not to be contacted.

III. AUTHORITY AND QUALIFICATIONS

A. Director of Professional Standards Division

The director of the Professional Standards Division will:

1. report directly to the superintendent's office in all matters.
2. have the authority, consistent with applicable statutes and case law, to give lawful orders to any employee relating to any matter which is the subject of an internal investigation.
3. retain operational control over all internal investigations of alleged misconduct whether the investigation is assigned to a member of the Professional Standards Division or to other Patrol personnel except that the assistant superintendent will maintain operational control over any internal investigation of a member assigned to the Professional Standards Division.
4. successfully complete training in conducting internal investigations as soon as practicable after being assigned as director.
5. possess a commendable record of personal conduct and as an administrator.

B. Full-time Investigators

Members assigned as investigators on a full-time basis in the Professional Standards Division will:

1. be of the rank of sergeant or above.
2. successfully complete training in conducting internal investigations prior to being assigned or as soon as possible after being assigned to internal investigation duties.
 - a. Initial training may be conducted within the Professional Standards Division and include supervised on-the-job training or past internships with the division.
 - b. Investigators not having previously done so will receive formal, specialized training from a recognized law enforcement training center as soon as practicable after being assigned to the division.
3. possess a commendable record of personal conduct. Any disciplinary action which has been assessed against a member being considered for an investigator will be weighed as to the seriousness of the misconduct, when the misconduct occurred, and any mitigating/aggravating circumstances.

C. Authority in Internal Investigations

Members of the Professional Standards Division and other persons specifically assigned by the division director to perform or assist in internal investigations will operate through the direct authority of the superintendent. They may give lawful orders to any employee as necessary to facilitate an investigation, but will exercise no operational command authority over line components or personnel except as required to conduct the investigation.

IV. INVESTIGATIVE DUTIES & RESPONSIBILITIES

The director of the Professional Standards Division will:

- A. supervise the receipt, processing, and investigation of complaints.
- B. conduct or coordinate internal investigations pertaining to complaints and other special investigations as directed by the superintendent.
- C. assign the investigation of complaints to the appropriate commander or investigator.

D. ensure all internal investigations are complete, objective, impartial, and thorough.

E. prepare, or supervise the preparation of, reports and documentation on internal investigations.

F. prepare formal charges and an offer of discipline when so directed following a review by the superintendent and available members of the General Headquarters staff.

G. develop investigative policy and procedure consistent with current administrative case law. If major changes occur in administrative case law related to internal investigations, the director of the Professional Standards Division will promptly disseminate this information to commanders and investigators. A Professional Standards Division Policy and Procedures Manual will be provided to and kept available at each troop and satellite headquarters and in each division at General Headquarters.

H. maintain a system to record, register, supervise, and control the receipt of complaints and special investigations.

I. maintain internal investigation records and files in an orderly, secure, and confidential manner to document, store, separate, and retrieve necessary operational information.

J. submit a weekly report to the superintendent on the status of active internal investigations.

K. immediately report all complaints containing serious allegations of misconduct directly to the superintendent's office, e.g., any allegation which would normally be required to be investigated by the Professional Standards Division.

L. conduct and document preliminary inquiries when notified by the contract supplier of Patrol uniforms that an employee has failed to promptly pay a debt. As much as practicable, the process used should be kept informal and handled by Inter-Office Communication. Normal complaint procedures will be used when aggravated circumstances are discovered or the employee has a history of failing to pay debts.

M. review the Complaint Procedures pamphlet, SHP-877, in January of each even numbered year to ensure it contains current information for the public on how to report complaints.

N. serve as liaison between the Patrol and the Attorney General in matters involving internal investigations.

O. publish annual statistical summaries of internal investigations for dissemination to employees and the public in the Annual Report or other appropriate publications.

P. analyze at least annually statistical data gathered on complaints to try to identify:

1. employees receiving a relatively high number of complaints so appropriate remedial steps may be taken.
2. common causes of complaints which could be addressed through public information, training, or directives.
3. other significant trends or concerns.

Q. take appropriate action upon being notified of any death, serious injury, or other serious incident resulting from the actions of an employee.

V. INTERNAL INVESTIGATION AND CASE FILES

The Professional Standards Division will be the official repository for files relating to complaints and internal investigations.

A. Contents Type and Confidentiality

Information will be placed in an official internal file maintained by the Professional Standards Division on an employee only as the result of an official investigation, disciplinary action as a result of any review board, program, or system established by general order which contains specific penalty provisions. All such records will be maintained in a secure and confidential manner.

B. Release of Internal Files - General Provisions

1. Internal files are closed records

Information in the internal files of the Professional Standards Division will not be released, nor will copies of any item which is part of a file be disseminated except as provided by this order, statute, or court order.

2. Release to review boards

Internal investigation reports may be given to a review board established by general order to review the use of force, a Patrol vehicle or aircraft accident, a Patrol pursuit, or a report of survey when the report is

associated with an incident being reviewed by the board.

3. Release to protect the Patrol or employees

The superintendent may release in any manner any part of any internal investigation file to rebut malicious, false, or misleading allegations or innuendoes, dispel rumors, or defend the integrity of the Patrol, a Patrol program, Professional Standards Division employees, or any Patrol employee.

C. Release of Internal Files to Accused Employee

1. When subject to disciplinary action

A copy of all relevant documents in the internal investigation case file will be released to any employee who was the subject of the investigation as outlined in Section 43.150, RSMo.

2. Use restricted to formal defense

In all cases, employees being allowed to receive copies of documents contained in an internal investigation file will not disseminate the information contained in the documents in whole or in part except to an attorney representing the employee in the case or to officials hearing any appeal of the matter.

3. Information to be withheld

- a. Notwithstanding the provisions listed in this section, no information which tends to mitigate circumstances, or clear, justify, or excuse an employee of alleged misconduct will be withheld from the employee.
- b. Information contained in the official investigation file which is not related to the charges may be withheld.
- c. Information which the superintendent determines will seriously interfere with any Patrol investigation will be withheld.
- d. In cases involving allegations of misconduct by more than one employee, information which is not directly related to the employee receiving the information will be withheld.
- e. In cases where the release of information contained in the internal investigation file could reasonably be expected to

endanger the health or safety of any person, that specific information may be withheld from the accused employee.

- f. Approval from the superintendent will be obtained before any information is withheld for any reason, and the employee will be informed that some information was withheld.

D. Access Restricted

Access to official internal investigation files is restricted to the director, investigators, and staff of the Professional Standards Division, legal counsel assigned to represent the Patrol, the superintendent and assistant superintendent, and any other person pursuant to a court order.

E. Temporary File

A separate, temporary file will be maintained by the Professional Standards Division to file resolved complaints, anonymous complaints which have been determined by a preliminary

inquiry to warrant no further action, complaints which were withdrawn by the complainant, and complaints which were not signed and returned after the complainant was asked to do so.

1. Items in the temporary file will be destroyed after one year has passed during which time no other complaint of a similar nature was received against the affected employee.
2. If a similar complaint is received, the records will be maintained an additional year, and so on until a full year has passed without receipt of a similar complaint.

F. Troop and Division Internal Files

Records maintained at the troop or division level relating to internal investigations or disciplinary action (other than counseling reports) will be maintained in a separate "Internal File." Information contained in troop or division internal files will not be released to the employee or any other person other than a member of the troop or division command staff, the Professional Standards Division, the affected bureau commander, or the superintendent.



**WELDON L. WILHOIT, Colonel
Commanding Officer**

ANALYSIS SECTION

ANALYSIS OF RELEVANT LABOR FORCE AND THE MISSOURI STATE HIGHWAY PATROL'S LABOR FORCE

Missouri Governor's Executive Order 94-03 requires all state agencies have an Equal Employment Opportunity Plan, which contains a statistical utilization and availability analysis of the following:

1. Missouri Labor Market Information (Appendix 1)
2. Agency Workforce (Appendix 2)
3. Community Labor Statistics (Appendix 3)
4. Utilization Analysis (Appendix 4)
5. Feeder Job Group Analysis (Appendix 5)

Missouri Labor Market Information:

Missouri Labor Market Information contains statistical information designed to assist employers preparing equal employment opportunity plans. The report is prepared by the Missouri Department of Labor and Industrial Relations and provides information based on 1990 Census data with labor force updates for 2000.

Agency Workforce:

The Agency Workforce indicates the number of employees in each job classification of the Patrol. The Patrol's Information Systems Division, based on data contained in the Patrol's payroll system, prepares this information. These job groups are a breakdown of the Patrol's EEO Job Categories.

Community Labor Statistics:

The Community Labor Statistics indicates the number of Missouri citizens in the workforce that qualify for each job category. These numbers were taken from the 1990 U.S. Census Bureau Survey for the state of Missouri.

Utilization Analysis:

The Utilization Analysis was prepared to determine whether or not minority and protected class individuals are underutilized in the Patrol's workforce and the extent or significance of any underutilization. Utilization statistics are a comparison of the actual employment of minority and protected class individuals with their relative availability in the Community Labor Statistics. Utilization numbers are presented for each category.

Feeder Job Group Analysis:

The Feeder Job Group Analysis is completed to determine specific job descriptions within the Patrol that could be considered a promotion or "feeder" for each job group.

APPENDIX 1

Missouri Labor Market Information

Population Information for Affirmative Action Programs

	TOTAL		WHITE* N-H		MINORITY		FEMALE		Black or African American*		American Indian or Alaska Native*		Asian*		Native Hawaiian and other Pacific Islander*		Other Race*		2 or more Races		Hispanic or Latino	
	number		number	percent	number	percent	number	percent	percent		percent		percent	percent		percent	percent	percent	percent	percent	percent	
U.S.	281,421,906	194,552,774	86,869,132	30.9%	143,368,343	50.9%	143,368,343	50.9%	12.3%	0.9%	0.9%	3.6%	0.1%	0.1%	0.1%	0.8%	5.5%	2.4%	1.5%	12.5%	2.1%	
MISSOURI	5,595,211	4,686,474	908,737	16.2%	2,875,034	51.4%	2,875,034	51.4%	11.2%	0.4%	0.4%	1.1%	0.1%	0.1%	0.1%	0.8%	5.5%	2.4%	1.5%	12.5%	2.1%	
MSAs (old definition)																						
ST. LOUIS, MO-IL	2,603,607	2,014,776	588,831	22.6%	1,352,678	52.0%	1,352,678	52.0%	18.3%	0.2%	0.2%	1.4%	0.0%	0.0%	0.5%	1.2%	1.2%	2.0%	5.2%	1.5%	1.5%	
KANSAS CITY, MO-KS	1,776,062	1,391,492	384,570	21.7%	909,410	51.2%	909,410	51.2%	12.8%	0.5%	0.5%	1.6%	0.1%	0.1%	2.3%	2.0%	2.3%	2.0%	5.2%	5.2%	5.2%	
COLUMBIA	135,454	114,367	21,087	15.6%	70,013	51.7%	70,013	51.7%	8.5%	0.4%	0.4%	3.0%	0.0%	0.0%	0.7%	1.9%	0.7%	1.9%	1.8%	1.8%	1.8%	
JOPLIN	157,322	143,978	13,344	8.5%	80,838	51.4%	80,838	51.4%	1.2%	1.6%	1.6%	0.6%	0.1%	0.1%	1.4%	2.2%	1.4%	2.2%	3.0%	3.0%	3.0%	
ST. JOSEPH	102,490	94,535	7,955	7.8%	52,179	50.9%	52,179	50.9%	3.7%	0.4%	0.4%	0.4%	0.0%	0.0%	0.6%	1.2%	0.6%	1.2%	2.2%	2.2%	2.2%	
SPRINGFIELD	325,721	304,463	21,258	6.5%	166,986	51.3%	166,986	51.3%	1.8%	0.6%	0.6%	0.9%	0.1%	0.1%	0.6%	1.6%	0.6%	1.6%	1.7%	1.7%	1.7%	
Counties																						
ADAIR	24,977	23,738	1,239	5.0%	13,271	53.1%	13,271	53.1%	1.2%	0.3%	0.3%	1.4%	0.0%	0.0%	0.4%	0.9%	0.4%	0.9%	1.3%	1.3%	1.3%	
ANDREW	16,492	16,129	363	2.2%	8,456	51.3%	8,456	51.3%	0.4%	0.3%	0.3%	0.2%	0.0%	0.0%	0.2%	0.5%	0.3%	0.5%	0.8%	0.8%	0.8%	
ATCHISON	6,430	6,211	219	3.4%	3,227	50.2%	3,227	50.2%	2.1%	0.2%	0.2%	0.1%	0.1%	0.1%	0.3%	0.3%	0.3%	0.3%	0.7%	0.7%	0.7%	
AUDRAIN	25,853	23,425	2,428	9.4%	14,037	54.3%	14,037	54.3%	7.2%	0.3%	0.3%	0.3%	0.0%	0.0%	0.2%	0.9%	0.2%	0.9%	0.7%	0.7%	0.7%	
BARRY	34,010	31,486	2,524	7.4%	17,147	50.4%	17,147	50.4%	0.1%	0.9%	0.9%	0.3%	0.0%	0.0%	3.3%	1.4%	0.3%	1.4%	5.0%	5.0%	5.0%	
BARTON	12,541	12,078	463	3.7%	6,398	51.0%	6,398	51.0%	0.3%	0.8%	0.8%	0.3%	0.1%	0.1%	0.3%	1.4%	0.3%	1.4%	0.9%	0.9%	0.9%	
BATES	16,653	16,114	539	3.2%	8,532	51.2%	8,532	51.2%	0.6%	0.6%	0.6%	0.2%	0.0%	0.0%	0.4%	0.9%	0.4%	0.9%	1.1%	1.1%	1.1%	
BENTON	17,180	16,709	471	2.7%	8,668	50.5%	8,668	50.5%	0.1%	0.5%	0.5%	0.1%	0.1%	0.1%	0.1%	1.1%	0.1%	1.1%	0.9%	0.9%	0.9%	
BOLLINGER	12,029	11,714	315	2.6%	6,079	50.5%	6,079	50.5%	0.2%	0.7%	0.7%	0.2%	0.0%	0.0%	0.1%	0.9%	0.1%	0.9%	0.6%	0.6%	0.6%	
BOONE	135,454	114,367	21,087	15.6%	70,013	51.7%	70,013	51.7%	8.5%	0.4%	0.4%	3.0%	0.0%	0.0%	0.7%	1.9%	0.7%	1.9%	1.8%	1.8%	1.8%	
BUCHANAN	85,998	78,406	7,592	8.8%	43,723	50.8%	43,723	50.8%	4.4%	0.4%	0.4%	0.4%	0.0%	0.0%	0.6%	1.4%	0.6%	1.4%	2.4%	2.4%	2.4%	
BUTLER	40,867	37,435	3,432	8.4%	21,289	52.1%	21,289	52.1%	5.2%	0.6%	0.6%	0.4%	0.4%	0.0%	0.3%	1.4%	0.3%	1.4%	1.0%	1.0%	1.0%	
CALDWELL	8,969	8,786	183	2.0%	4,539	50.6%	4,539	50.6%	0.1%	0.3%	0.3%	0.1%	0.1%	0.0%	0.2%	0.7%	0.2%	0.7%	0.7%	0.7%	0.7%	
CALLAWAY	40,766	37,191	3,575	8.8%	19,634	48.2%	19,634	48.2%	5.7%	0.5%	0.5%	0.5%	0.0%	0.0%	0.3%	1.2%	0.3%	1.2%	0.9%	0.9%	0.9%	
CAMDEN	37,051	35,954	1,097	3.0%	18,527	50.0%	18,527	50.0%	0.3%	0.5%	0.5%	0.3%	0.3%	0.0%	0.2%	1.0%	0.2%	1.0%	0.9%	0.9%	0.9%	
CAPE GIRARDEAU	68,693	62,926	5,767	8.4%	35,561	51.8%	35,561	51.8%	5.3%	0.4%	0.4%	0.7%	0.0%	0.0%	0.3%	1.1%	0.3%	1.1%	0.9%	0.9%	0.9%	
CARROLL	10,285	9,919	366	3.6%	5,295	51.5%	5,295	51.5%	1.7%	0.3%	0.3%	0.1%	0.1%	0.0%	0.1%	0.8%	0.1%	0.8%	0.7%	0.7%	0.7%	
CARTER	5,941	5,685	256	4.3%	3,024	50.9%	3,024	50.9%	0.1%	1.3%	1.3%	0.1%	0.0%	0.0%	0.0%	1.2%	0.0%	1.2%	1.2%	1.2%	1.2%	
CASS	82,092	77,284	4,808	5.9%	41,896	51.0%	41,896	51.0%	1.4%	0.6%	0.6%	0.5%	0.0%	0.0%	0.5%	1.4%	0.5%	1.4%	2.2%	2.2%	2.2%	
CEDAR	13,733	13,180	553	4.0%	7,011	51.1%	7,011	51.1%	0.3%	0.7%	0.7%	0.5%	0.0%	0.0%	0.5%	1.4%	0.5%	1.4%	1.1%	1.1%	1.1%	
CHARITON	8,438	8,067	371	4.4%	4,396	52.1%	4,396	52.1%	3.2%	0.2%	0.2%	0.1%	0.1%	0.0%	0.1%	0.4%	0.1%	0.4%	0.6%	0.6%	0.6%	
CHRISTIAN	54,285	52,409	1,876	3.5%	27,883	51.4%	27,883	51.4%	0.3%	0.6%	0.6%	0.3%	0.3%	0.0%	0.4%	1.3%	0.4%	1.3%	1.3%	1.3%	1.3%	
CLARK	7,416	7,294	122	1.6%	3,753	50.6%	3,753	50.6%	0.1%	0.2%	0.2%	0.1%	0.1%	0.0%	0.2%	0.6%	0.2%	0.6%	0.7%	0.7%	0.7%	
CLAY	184,006	166,445	17,561	9.5%	94,573	51.4%	94,573	51.4%	2.7%	0.5%	0.5%	1.3%	0.1%	0.1%	1.2%	1.8%	1.2%	1.8%	3.6%	3.6%	3.6%	
CLINTON	18,979	18,191	788	4.2%	9,685	51.0%	9,685	51.0%	1.5%	0.3%	0.3%	0.2%	0.2%	0.0%	0.3%	1.1%	0.3%	1.1%	1.1%	1.1%	1.1%	
COLE	71,397	61,684	9,713	13.6%	34,721	48.6%	34,721	48.6%	9.9%	0.3%	0.3%	0.9%	0.9%	0.0%	0.5%	1.2%	0.5%	1.2%	1.3%	1.3%	1.3%	
COOPER	16,670	14,762	1,908	11.4%	7,669	46.0%	7,669	46.0%	9.0%	0.4%	0.4%	0.2%	0.2%	0.0%	0.3%	1.1%	0.3%	1.1%	0.9%	0.9%	0.9%	

	TOTAL		WHITE* N-H		MINORITY		FEMALE		Black or African American*		American Indian or Alaska Native*		Asian*		Native Hawaiian and other Pacific Islander*		Other Race*		2 or more Races		Hispanic or Latino	
	number		number		number	percent	number	percent	percent	percent	percent	percent	percent	percent	percent	percent	percent	percent	percent	percent	percent	
CRAWFORD	22,804		22,281		523	2.3%	11,559	50.7%	0.1%		0.4%		0.1%		0.1%		0.1%		0.8%		0.8%	
DADE	7,923		7,670		253	3.2%	4,044	51.0%	0.3%		0.7%		0.1%		0.1%		0.2%		1.2%		0.8%	
DALLAS	15,661		15,164		497	3.2%	7,898	50.4%	0.1%		0.8%		0.1%		0.0%		0.2%		1.4%		0.9%	
DAVESS	8,016		7,877		139	1.7%	4,156	51.8%	0.0%		0.4%		0.1%		0.2%		0.2%		0.4%		0.7%	
DeKALB	11,597		10,250		1,347	11.6%	4,596	39.6%	8.9%		0.7%		0.2%		0.0%		0.3%		0.9%		1.1%	
DENT	14,927		14,420		507	3.4%	7,681	51.5%	0.4%		0.7%		0.2%		0.0%		0.2%		1.4%		0.8%	
DOUGLAS	13,084		12,607		477	3.6%	6,656	50.9%	0.1%		0.9%		0.2%		0.0%		0.2%		1.7%		0.8%	
DUNKLIN	33,155		28,963		4,192	12.6%	17,487	52.7%	8.7%		0.3%		0.3%		0.0%		1.0%		1.1%		2.5%	
FRANKLIN	93,807		90,993		2,814	3.0%	47,258	50.4%	0.9%		0.2%		0.3%		0.0%		0.3%		0.9%		0.7%	
GASCONADE	15,342		15,101		241	1.6%	7,883	51.4%	0.1%		0.2%		0.2%		0.0%		0.1%		0.7%		0.4%	
GENTRY	6,861		6,723		138	2.0%	3,516	51.2%	0.1%		0.3%		0.2%		0.2%		0.1%		0.6%		0.6%	
GREENE	240,391		222,447		17,944	7.5%	123,688	51.5%	2.3%		0.7%		1.1%		0.1%		0.7%		1.7%		1.8%	
GRUNDY	10,432		10,088		344	3.3%	5,480	52.5%	0.4%		0.3%		0.2%		0.0%		0.5%		1.0%		1.6%	
HARRISON	8,850		8,654		196	2.2%	4,557	51.5%	0.1%		0.2%		0.1%		0.1%		0.1%		1.0%		1.0%	
HENRY	21,997		21,157		840	3.8%	11,253	51.2%	1.0%		0.7%		0.2%		0.0%		0.3%		1.1%		0.9%	
HICKORY	8,940		8,675		265	3.0%	4,562	51.0%	0.1%		0.7%		0.1%		0.0%		0.2%		1.4%		0.8%	
HOLTE	5,351		5,255		96	1.8%	2,706	50.6%	0.1%		0.5%		0.1%		0.0%		0.1%		0.7%		0.4%	
HOWARD	10,212		9,267		945	9.3%	5,265	51.6%	6.8%		0.3%		0.1%		0.1%		0.4%		1.1%		0.9%	
HOWELL	37,238		35,623		1,615	4.3%	19,237	51.7%	0.3%		1.0%		0.4%		0.0%		0.3%		1.6%		1.2%	
IRON	10,697		10,314		383	3.6%	5,491	51.3%	1.6%		0.3%		0.1%		0.0%		0.2%		1.0%		0.6%	
JACKSON	654,880		443,427		211,453	32.3%	339,442	51.8%	23.3%		0.5%		1.3%		0.2%		2.4%		2.3%		5.4%	
JASPER	104,686		95,336		9,350	8.9%	53,922	51.5%	1.5%		1.3%		0.7%		0.1%		1.6%		2.2%		3.5%	
JEFFERSON	198,099		191,753		6,346	3.2%	99,609	50.3%	0.7%		0.3%		0.4%		0.0%		0.2%		0.9%		1.0%	
JOHNSON	48,258		42,803		5,455	11.3%	23,898	49.5%	4.3%		0.7%		1.4%		0.1%		1.3%		2.0%		2.9%	
KNOX	4,361		4,277		84	1.9%	2,261	51.8%	0.1%		0.0%		0.1%		0.0%		0.2%		1.1%		0.6%	
LACLEDE	32,513		31,296		1,217	3.7%	16,558	50.9%	0.4%		0.5%		0.3%		0.0%		0.3%		1.4%		1.2%	
LAFAYETTE	32,960		31,290		1,670	5.1%	16,829	51.1%	2.3%		0.3%		0.2%		0.0%		0.5%		1.1%		1.2%	
LAWRENCE	35,204		33,213		1,991	5.7%	17,874	50.8%	0.3%		0.8%		0.2%		0.0%		1.7%		1.4%		3.4%	
LEWIS	10,494		10,032		462	4.4%	5,354	51.0%	2.5%		0.2%		0.2%		0.0%		0.4%		0.7%		0.7%	
LINCOLN	38,944		37,184		1,760	4.5%	19,625	50.4%	1.7%		0.4%		0.2%		0.0%		0.4%		1.1%		1.1%	
LINN	13,754		13,406		348	2.5%	7,256	52.8%	0.6%		0.4%		0.1%		0.0%		0.2%		0.8%		0.8%	
LIVINGSTON	14,558		13,911		647	4.4%	7,878	54.1%	2.3%		0.3%		0.3%		0.0%		0.2%		0.9%		0.6%	
McDONALD	21,681		18,348		3,333	15.4%	10,701	49.4%	0.2%		2.9%		0.1%		0.1%		3.7%		3.3%		9.4%	
MACON	15,762		15,071		691	4.4%	8,067	51.2%	2.2%		0.4%		0.2%		0.0%		0.2%		0.8%		0.8%	
MADISON	11,800		11,552		248	2.1%	6,144	52.1%	0.1%		0.3%		0.3%		0.0%		0.2%		0.8%		0.6%	
MARIES	8,903		8,609		294	3.3%	4,424	49.7%	0.3%		0.6%		0.1%		0.0%		0.3%		1.2%		1.2%	
MARION	28,289		26,236		2,053	7.3%	14,934	52.8%	4.6%		0.3%		0.3%		0.1%		0.2%		1.3%		0.9%	
MERCER	3,757		3,704		53	1.4%	1,920	51.1%	0.2%		0.6%		0.0%		0.0%		0.0%		0.5%		0.3%	
MILLER	23,564		22,934		630	2.7%	11,946	50.7%	0.3%		0.5%		0.1%		0.0%		0.3%		0.8%		1.0%	
MISSISSIPPI	13,427		10,411		3,016	22.5%	7,156	53.3%	20.5%		0.2%		0.1%		0.0%		0.3%		0.9%		1.0%	
MONTEAU	14,827		13,556		1,271	8.6%	6,950	46.9%	3.8%		0.4%		0.3%		0.0%		1.5%		1.3%		2.9%	
MONROE	9,311		8,769		542	5.8%	4,742	50.9%	2.8%		0.4%		0.1%		0.0%		0.2%		0.8%		0.6%	
MONTGOMERY	12,136		11,596		540	4.4%	6,126	50.5%	2.0%		0.2%		0.3%		0.0%		0.2%		1.3%		0.8%	
MORGAN	19,309		18,693		616	3.2%	9,790	50.7%	0.5%		0.6%		0.1%		0.0%		0.2%		1.2%		0.8%	
NEW MADRID	19,760		16,345		3,415	17.3%	10,271	52.0%	15.4%		0.2%		0.1%		0.0%		0.3%		0.8%		0.9%	
NEWTON	52,636		48,642		3,994	7.6%	26,916	51.1%	0.6%		2.2%		0.3%		0.0%		1.1%		2.2%		2.2%	
NODAWAY	21,912		21,067		845	3.9%	10,975	50.1%	1.3%		0.2%		0.9%		0.0%		0.2%		0.7%		0.7%	
OREGON	10,344		9,696		648	6.3%	5,267	50.9%	0.1%		2.9%		0.1%		0.0%		0.1%		2.2%		1.1%	

	TOTAL		WHITE* N-H		MINORITY		FEMALE		Black or African American*		American Indian or Alaska Native*		Asian *		Native Hawaiian and other Pacific Islander*		Other Race*		2 or more Races		Hispanic or Latino	
	number		number		number	percent	number	percent	percent		percent		percent		percent		percent		percent		percent	
OSAGE	13,062		12,828	234	234	1.8%	6,434	49.3%	0.2%		0.2%		0.1%		0.0%		0.1%		0.8%		0.6%	
OZARK	9,542		9,249	293	293	3.1%	4,817	50.5%	0.1%		0.6%		0.1%		0.0%		0.2%		1.4%		0.9%	
PEMISCOT	20,047		14,244	5,803	5,803	28.9%	10,636	53.1%	26.2%		0.3%		0.3%		0.0%		0.6%		0.8%		1.6%	
PERRY	18,132		17,739	393	393	2.2%	9,102	50.2%	0.2%		0.2%		0.6%		0.0%		0.1%		0.6%		0.5%	
PETTIS	39,403		35,810	3,593	3,593	9.1%	20,272	51.4%	3.0%		0.4%		0.4%		0.1%		2.5%		1.6%		3.9%	
PHELPS	39,825		36,884	2,941	2,941	7.4%	19,600	49.2%	1.5%		0.6%		2.4%		0.1%		0.5%		1.8%		1.2%	
PIKE	18,351		16,110	2,241	2,241	12.2%	8,373	45.6%	9.2%		0.2%		0.2%		0.0%		0.9%		1.0%		1.6%	
PLATTE	73,781		66,230	7,551	7,551	10.2%	37,250	50.5%	3.5%		0.5%		1.5%		0.2%		1.0%		1.9%		3.0%	
POLK	26,992		26,024	968	968	3.6%	13,851	51.3%	0.5%		0.7%		0.2%		0.0%		0.3%		1.1%		1.3%	
PULASKI	41,165		31,200	9,965	9,965	24.2%	19,412	47.2%	12.0%		1.0%		2.3%		0.3%		2.5%		3.6%		5.8%	
PUTNAM	5,223		5,155	68	68	1.3%	2,663	51.0%	0.1%		0.1%		0.1%		0.0%		0.1%		0.5%		0.6%	
RALLS	9,626		9,393	233	233	2.4%	4,791	49.8%	1.1%		0.2%		0.4%		0.0%		0.0%		0.6%		0.4%	
RANDOLPH	24,663		22,164	2,499	2,499	10.1%	11,885	48.2%	7.0%		0.5%		0.1%		0.0%		0.2%		1.3%		1.1%	
RAY	23,354		22,384	970	970	4.2%	11,667	50.0%	1.5%		0.4%		0.2%		0.0%		0.4%		1.1%		1.1%	
REYNOLDS	6,689		6,366	323	323	4.8%	3,318	49.6%	0.5%		1.3%		0.2%		0.0%		0.2%		2.1%		0.8%	
RIPLEY	13,509		13,019	490	490	3.6%	6,953	51.5%	0.0%		1.3%		0.2%		0.0%		0.1%		1.2%		1.0%	
ST. CHARLES	283,883		266,158	17,725	17,725	6.2%	144,011	50.7%	2.7%		0.2%		0.9%		0.0%		0.5%		1.1%		1.5%	
ST. CLAIR	9,652		9,338	314	314	3.3%	4,860	50.4%	0.2%		0.7%		0.1%		0.0%		0.3%		1.2%		1.0%	
STE. GENEVIEVE	17,842		17,404	438	438	2.5%	8,867	49.7%	0.7%		0.3%		0.2%		0.0%		0.1%		0.7%		0.7%	
ST. FRANCOIS	55,641		53,228	2,413	2,413	4.3%	27,365	49.2%	2.0%		0.4%		0.3%		0.0%		0.2%		0.9%		0.8%	
ST. LOUIS COUNTY	1,016,315		772,041	244,274	244,274	24.0%	534,944	52.6%	19.0%		0.2%		2.2%		0.0%		0.5%		1.3%		1.4%	
SALINE	23,756		20,923	2,833	2,833	11.9%	12,113	51.0%	5.4%		0.3%		0.4%		0.2%		2.1%		1.6%		4.4%	
SCHUYLER	4,170		4,086	84	84	2.0%	2,160	51.8%	0.0%		0.3%		0.2%		0.0%		0.2%		0.8%		0.6%	
SCOTLAND	4,983		4,890	93	93	1.9%	2,564	51.5%	0.2%		0.1%		0.1%		0.0%		0.2%		0.6%		0.8%	
SCOTT	40,422		35,221	5,201	5,201	12.9%	21,102	52.2%	10.5%		0.3%		0.2%		0.0%		0.4%		0.9%		1.1%	
SHANNON	8,324		7,864	460	460	5.5%	4,262	51.2%	0.2%		1.8%		0.0%		0.0%		0.2%		2.7%		0.9%	
SHELBY	6,799		6,628	171	171	2.5%	3,549	52.2%	1.0%		0.3%		0.1%		0.0%		0.2%		0.6%		0.6%	
STODDARD	29,705		28,772	933	933	3.1%	15,426	51.9%	0.9%		0.4%		0.1%		0.0%		0.2%		1.0%		0.8%	
STONE	28,658		27,797	861	861	3.0%	14,606	51.0%	0.1%		0.6%		0.2%		0.0%		0.3%		1.2%		1.0%	
SULLIVAN	7,219		6,508	711	711	9.8%	3,608	50.0%	0.1%		0.2%		0.1%		0.1%		3.5%		0.9%		8.8%	
TANEY	39,703		37,651	2,052	2,052	5.2%	20,470	51.6%	0.3%		0.9%		0.3%		0.1%		0.7%		1.4%		2.4%	
TE	23,003		22,034	969	969	4.2%	11,885	51.7%	0.2%		1.0%		0.3%		0.0%		0.2%		1.8%		1.0%	
VERNON	20,454		19,742	712	712	3.5%	10,571	51.7%	0.6%		0.8%		0.3%		0.0%		0.3%		1.0%		0.8%	
WARREN	24,525		23,330	1,195	1,195	4.9%	12,347	50.3%	1.9%		0.4%		0.2%		0.0%		0.4%		1.0%		1.3%	
WASHINGTON	23,344		22,159	1,185	1,185	5.1%	11,308	48.4%	2.5%		0.7%		0.1%		0.0%		0.2%		1.1%		0.7%	
WAYNE	13,259		12,899	360	360	2.7%	6,685	50.4%	0.2%		0.6%		0.1%		0.0%		0.1%		1.4%		0.5%	
WEBSTER	31,045		29,607	1,438	1,438	4.6%	15,415	49.7%	1.2%		0.7%		0.3%		0.0%		0.3%		1.4%		1.3%	
WORTH	2,382		2,351	31	31	1.3%	1,215	51.0%	0.2%		0.3%		0.1%		0.0%		0.0%		0.4%		0.3%	
WRIGHT	17,955		17,440	515	515	2.9%	9,240	51.5%	0.3%		0.7%		0.1%		0.0%		0.3%		1.0%		0.8%	
ST. LOUIS CITY	348,189		149,329	198,860	198,860	57.1%	184,622	53.0%	51.2%		0.3%		2.0%		0.0%		0.8%		1.9%		2.0%	

Note: Minority count is unduplicated, but some duplication is possible in listing of individual race or ethnic groups, since Hispanic or Latinos may be of any race.

N-H denotes "not Hispanic or Latino"

* - of single race alone

Produced by Missouri Department of Economic Development, MERIC

Data source: U.S. Census Bureau, 2000 Census of Population and Housing, Summary File 1

APPENDIX 2

APPENDIX 2- Agency's Workforce

Job Category	MALE						FEMALE					
	TOTAL	#	%	W	B	H	A/P/I	A/V/N	W	B	H	A/P/I
*Officials/Administrators	14	14	0.7%	9	0	0	0	0	0	5	0	0
Professionals	143	143	6.8%	67	1	1	0	0	0	69	4	1
Technicians	655	655	31.2%	348	15	1	0	0	3	268	15	3
Protective Service	610	610	29.1%	543	35	3	4	3	8	15	2	0
Patrol Officers (Trooper)	385	385	18.4%	346	11	3	3	3	5	16	1	0
Para-Professional	0	0	0.0%	0	0	0	0	0	0	0	0	0
Office/Clerical	208	208	9.9%	14	0	0	0	0	0	189	5	0
Skilled Craft	31	31	1.5%	30	0	0	0	0	0	1	0	0
Service/Maintenance	52	52	2.5%	38	1	0	0	0	0	13	0	0
TOTALS	2098	2098	100.0%	1395	63	8	8	7	16	576	27	3

Job Category	MALE						FEMALE					
	TOTAL	#	%	W	B	H	A/P/I	A/V/N	W	B	H	A/P/I
Colonel, Lt. Colonel, Major	7	7	1.1%	5	2	0	0	0	0	0	0	0
Captain	26	26	4.3%	23	2	0	0	0	0	1	0	0
Lieutenant	60	60	9.8%	51	5	1	1	1	0	2	0	0
Sergeant, Corporal	517	517	84.8%	464	26	3	3	2	8	12	2	0
TOTALS	610	610	100.0%	543	35	4	4	3	8	15	2	0

*The total for Officials/Administrators does not include Colonel, Lieutenant Colonel, Major, Captain, or Lieutenant. These positions are included in the Protective Service Officials category.

APPENDIX 3

APPENDIX 3 - Community Labor Statistics*

Job Category	MALE				FEMALE			
	TOTAL	#	%		TOTAL	#	%	
Officials/Administrators	348,224	216,732	62.2%		110,276	7,645	1,166	775
#	10.1%	62.2%	2.3%	0.4%	31.7%	2.2%	0.3%	0.2%
Professionals	410,931	173,697	42.3%		198,448	19,171	2,094	1,961
#	12.0%	42.3%	2.2%	0.5%	48.3%	4.7%	0.5%	0.5%
Technicians	115,404	62,295	54.0%		40,872	5,856	537	636
#	3.4%	54.0%	2.7%	0.6%	35.4%	5.1%	0.5%	0.6%
Protective Officials	35,537	26,144	73.6%		3,658	1,016	67	0
#	1.0%	73.6%	11.3%	1.1%	10.3%	2.9%	0.2%	0.0%
Patrol Officers	930,710	428,008	46.0%		390,840	49,986	5,625	3,244
#	27.1%	46.0%	4.3%	0.6%	42.0%	5.4%	0.6%	0.3%
Para-Professional	82,603	5,768	7.0%		59,918	13,299	778	403
#	2.4%	7.0%	2.1%	0.2%	72.5%	16.1%	0.9%	0.5%
Office/Clerical	542,753	117,247	21.6%		357,194	43,670	4,163	1,949
#	15.8%	21.6%	2.6%	0.3%	65.8%	8.0%	0.8%	0.4%
Skilled Craft	262,182	225,181	85.9%		19,157	1,896	258	159
#	7.6%	85.9%	4.4%	0.8%	7.3%	0.7%	0.1%	0.1%
Service/Maintenance	708,639	378,681	53.4%		219,496	34,490	3,502	2,515
#	20.6%	53.4%	8.0%	0.9%	31.0%	4.9%	0.5%	0.4%
TOTALS	3,436,983	1,633,753	47.5%		1,399,859	177,029	18,190	11,642
%	100.0%		4.3%	0.6%	40.7%	5.2%	0.5%	0.3%

* 1990 Census Data

APPENDIX 4

APPENDIX 4 - Utilization Analysis

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*	MALE					FEMALE					
	TOTAL NUMBER	White	Black	Hispanic	Asian	American Indian	White	Black	Hispanic	Asian	American Indian
OFFICIALS/EXECUTIVE											
Workforce #%	14	9	0	0	0	0	5	0	0	0	0
CLS #%	346,224	216,732	8,022	1,478	1,110	667	110,276	7,645	1,166	775	353
Utilization #%		2.0%	0	-0.4%	0	-0.3%	1	0	-0.3%	0	-0.2%
PROFESSIONALS											
Workforce #%	143	67	1	0	1	0	69	4	0	1	0
CLS #%	410,931	173,697	9,175	2,028	3,224	503	198,448	19,171	2,094	1,961	630
Utilization #%		4.6%	-2	-0.5%	0	-0.1%	0	-3	-1.9%	-0.5%	0
TECHNICIANS											
Workforce #%	655	348	15	1	0	3	288	15	3	2	0
CLS #%	115,404	62,295	3,099	714	896	337	40,872	5,856	537	636	222
Utilization #%		-0.9%	-3	-0.4%	-5	-0.7%	36	-18	-2.8%	-2	-1
OFFICIALS											
Workforce #%	610	543	35	4	3	8	15	2	0	0	0
CLS #%	35,537	26,144	4,014	395	51	152	3,658	1,016	67	0	0
Utilization #%		15.4%	-34	-0.5%	2	0.3%	-48	-15	-1	-0.2%	0
PROTECTIVE SERVICES											
Workforce #%	385	346	11	3	3	5	16	1	0	0	0
CLS #%	930,710	428,008	39,790	5,877	3,890	1,999	390,840	49,966	5,625	3,244	1,451
Utilization #%		43.9%	-5	0.1%	1	0.4%	-146	-20	-2	-0.6%	-1
PARA-PROFESSIONAL											
Workforce #%	0	0	0	0	0	0	0	0	0	0	0
CLS #%	82,603	5,768	1,761	187	112	13	59,918	13,299	778	403	364
Utilization #%		-7.0%	-2.1%	-0.2%	-0.2%	-0.1%	0	16.1%	0	-0.9%	-0.4%
OFFICE/CLERICAL											
Workforce #%	208	14	0	0	0	0	189	5	0	0	0
CLS #%	542,753	117,247	14,136	1,698	819	577	357,194	43,670	4,163	1,949	1,300
Utilization #%		-31	-5	-1	0	-0.1%	52	-12	-2	-1	0
SKILLED CRAFT											
Workforce #%	31	30	0	0	0	0	1	0	0	0	0
CLS #%	292,182	225,181	11,648	2,175	495	1,139	19,157	1,896	258	159	74
Utilization #%		3	-1	-4.4%	0	-0.2%	-1	-0.7%	0	-0.1%	0
SVCS/MAINTENANCE											
Workforce #%	52	38	1	0	0	0	13	0	0	0	0
CLS #%	708,639	378,681	56,596	6,465	2,754	2,761	219,496	34,490	3,502	2,515	1,379
Utilization #%		10	-3	-6.1%	0	-0.4%	-3	-3	0	-0.5%	0
Total Workforce											
Workforce #%	2,098	1,395	63	8	7	16	576	27	3	3	0
CLS #%	3,436,983	1,633,753	148,241	21,017	13,291	8,148	1,399,859	177,029	18,190	11,642	5,813
Utilization #%		19.0%	-1.3%	-0.2%	-0.2%	-0.1%	0.5%	-13.3%	-3.9%	-0.4%	-0.2%

* 1990 Census Data

Workforce reflects the number and percentage of MSHP employees in each category

CLS reflects the Community Labor Statistics for each category

Utilization is derived by subtracting the CLS percent from the Workforce percent then multiplying the product by the total number of MSHP employees for each category. The result is the number of employees the MSHP is over or underutilized.

**The total for Officials/Executive Workforce#% does not include Colonel, Lieutenant Colonel, Major, Captain, or Lieutenant. These positions are included in the Protective Services Officials category.

REPORT NO: ORI516R1
DATE OF REPORT: 05/03/2005

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY
FULL TIME UTILIZATION ANALYSIS

PERIOD ENDING: 06/30/2004

AGENCY: 812 PUBLIC SAFETY-OPERATING
ORGANIZATION: 2040 STATE HIGHWAY PATROL
AREA: USA MO 000 STATE OF MISSOURI

	PERCENT OF EMPLOYMENT										PERCENT OF AVAILABILITY										UNDERUTILIZATION			
	TOTAL					OTHER					OTHER					OTHER					OTH		OTH	
	WHITE	BLACK	HISP	MMRTY	WHITE	BLACK	HISP	MMRTY	WHITE	BLACK	HISP	MMRTY	WHITE	BLACK	HISP	MMRTY	WHITE	BLACK	HISP	MMRTY	W B H M	W B H M	F F F F	F F F F
	EMPLS	MALE	MALE	MALE	MALE	MALE	MALE	MALE	MALE	MALE	MALE	MALE	MALE	MALE	MALE	MALE	MALE	MALE	MALE	MALE	N N N Y	Y Y N N		
101 OFFICIALS/ADMINISTRATORS	96	85.42	9.38	1.04	1.04	3.13	0.00	0.00	0.00	62.94	2.36	0.36	1.13	29.96	2.71	0.22	0.37				N N N Y <td>Y Y N N<td></td><td></td></td>	Y Y N N <td></td> <td></td>		
102 MANAGERS/ADMINISTRATORS	7	42.86	0.00	0.00	0.00	57.14	0.00	0.00	0.00	50.87	1.93	0.45	0.45	43.57	2.08	0.32	0.39				Y N N N	N N N N		
103 MANAGERS/SPECIALIZED TRAINING	4	75.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	57.80	2.05	0.43	0.90	36.29	1.82	0.21	0.55				N N N N	Y N N N		
202 AUDITORS AND ACCOUNTANTS	3	33.33	0.00	0.00	0.00	66.67	0.00	0.00	0.00	35.36	2.39	0.42	0.70	53.50	5.40	0.51	1.74				Y N N N	N N N N		
203 COMPUTER PROFESSIONALS	54	50.00	1.85	0.00	1.85	42.59	1.85	0.00	1.85	35.68	1.71	0.44	2.25	56.09	2.80	0.23	0.83				N N N Y <td>Y Y N N</td> <td></td> <td></td>	Y Y N N		
204 OTHER PROFESSIONALS	80	45.00	0.00	0.00	0.00	51.25	3.75	0.00	0.00	36.02	2.40	0.53	1.04	51.75	5.98	0.73	1.54				N Y N N <td>Y Y N Y</td> <td></td> <td></td>	Y Y N Y		
208 MANAGEMENT ANALYST, PERSONNEL	6	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	38.75	2.83	0.49	1.16	48.27	6.35	0.81	1.33				N N N N <td>N N N N</td> <td></td> <td></td>	N N N N		
302 ENGINEERING/SCIENCE	7	28.57	0.00	0.00	0.00	71.43	0.00	0.00	0.00	62.01	4.01	0.84	3.57	25.05	2.00	0.33	2.19				Y N N N <td>N N N N</td> <td></td> <td></td>	N N N N		
303 OTHER TECHNICIANS	648	53.40	2.31	0.15	0.46	40.59	2.31	0.46	0.31	27.09	1.64	0.15	0.33	67.75	2.56	0.18	0.30				N N N N <td>Y Y N N</td> <td></td> <td></td>	Y Y N N		
401 PROTECTIVE SERVICE	902	89.80	4.10	0.67	2.00	3.10	0.33	0.00	0.00	64.52	5.87	0.63	0.91	24.57	2.77	0.31	0.32				N Y N N <td>Y Y Y Y</td> <td></td> <td></td>	Y Y Y Y		
601 CLERICAL SUPPORT/KEYBOARD	172	6.98	0.00	0.00	0.00	90.70	2.33	0.00	0.00	10.49	1.36	0.27	0.30	76.50	8.49	1.21	1.38				Y Y N N <td>N Y Y Y</td> <td></td> <td></td>	N Y Y Y		
602 CLERICAL SUPPORT/NON-KEYBOARD	36	5.56	0.00	0.00	0.00	91.67	2.78	0.00	0.00	15.48	3.03	0.30	0.67	66.13	11.58	1.10	1.70				Y Y N N <td>N Y N N</td> <td></td> <td></td>	N Y N N		
701 SKILLED CRAFT WORKERS	31	96.77	0.00	0.00	0.00	3.23	0.00	0.00	0.00	86.47	4.82	1.82	1.90	4.21	0.45	0.12	0.21				N Y N N <td>Y N N N</td> <td></td> <td></td>	Y N N N		
801 FOOD PREPARATION	10	40.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	34.21	8.16	2.50	2.63	43.42	6.01	1.24	1.81				N N N N <td>N N N N</td> <td></td> <td></td>	N N N N		
802 CLEANING AND BUILDING SERVICE	39	79.49	2.56	0.00	0.00	17.95	0.00	0.00	0.00	49.66	13.89	2.21	1.62	25.68	5.24	0.67	0.98				N Y N N <td>Y Y N N</td> <td></td> <td></td>	Y Y N N		
803 TRANSPORTATION OCCUPATIONS	1	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.33	0.00	0.00	0.00	91.67	0.00	0.00	0.00				N N N N <td>N N N N</td> <td></td> <td></td>	N N N N		
804 LABORERS	2	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86.34	4.82	2.51	2.17	3.63	0.31	0.07	0.14				N N N N <td>N N N N</td> <td></td> <td></td>	N N N N		

REPORT NO: ORIS16R2
DATE OF REPORT: 05/03/2005

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY
GOALS FOR UNDERUTILIZED GROUPS
(FULL TIME)

PERIOD ENDING: 06/30/2004

AGENCY: 812 PUBLIC SAFETY-OPERATING
ORGANIZATION: 2040 STATE HIGHWAY PATROL
AREA: USA MO 000 STATE OF MISSOURI

UNDERUTILIZED JOB GROUP	PROTECTED GROUP	TOTAL EMPLOYEES	PARTICIPATION RATE %	PARTICIPATION RATE #	ANNUAL GOAL %	ANNUAL GOAL #
101 - OFFICIALS/ADMINISTRATORS	OTHER MINORITY MALES	96	1.04	1	1.13	1
101 - OFFICIALS/ADMINISTRATORS	WHITE FEMALES	96	3.13	3	29.96	29
101 - OFFICIALS/ADMINISTRATORS	BLACK FEMALES	96	0.00	0	2.71	3
103 - MANAGERS/SPECIALIZED TRAINING	WHITE FEMALES	4	25.00	1	36.29	1
203 - COMPUTER PROFESSIONALS	OTHER MINORITY MALES	54	1.85	1	2.25	1
203 - COMPUTER PROFESSIONALS	WHITE FEMALES	54	42.59	23	56.09	30
203 - COMPUTER PROFESSIONALS	BLACK FEMALES	54	1.85	1	2.80	2
204 - OTHER PROFESSIONALS	BLACK MALES	80	0.00	0	2.40	2
204 - OTHER PROFESSIONALS	WHITE FEMALES	80	51.25	41	51.75	41
204 - OTHER PROFESSIONALS	BLACK FEMALES	80	3.75	3	5.98	5
204 - OTHER PROFESSIONALS	OTHER MINORITY FEMALES	80	0.00	0	1.54	1
303 - OTHER TECHNICIANS	WHITE FEMALES	648	40.59	263	67.75	439
303 - OTHER TECHNICIANS	BLACK FEMALES	648	2.31	15	2.56	17
401 - PROTECTIVE SERVICE	BLACK MALES	902	4.10	37	5.87	53
401 - PROTECTIVE SERVICE	WHITE FEMALES	902	3.10	28	24.57	222
401 - PROTECTIVE SERVICE	BLACK FEMALES	902	0.33	3	2.77	25
401 - PROTECTIVE SERVICE	HISPANIC FEMALES	902	0.00	0	0.31	3
401 - PROTECTIVE SERVICE	OTHER MINORITY FEMALES	902	0.00	0	0.32	3
601 - CLERICAL SUPPORT/KEYBOARD	BLACK MALES	172	0.00	0	1.36	2
601 - CLERICAL SUPPORT/KEYBOARD	BLACK FEMALES	172	2.33	4	8.49	15
601 - CLERICAL SUPPORT/KEYBOARD	HISPANIC FEMALES	172	0.00	0	1.21	2
601 - CLERICAL SUPPORT/KEYBOARD	OTHER MINORITY FEMALES	172	0.00	0	1.38	2
602 - CLERICAL SUPPORT/NON-KEYBOARD	BLACK MALES	36	0.00	0	3.03	1
602 - CLERICAL SUPPORT/NON-KEYBOARD	BLACK FEMALES	36	2.78	1	11.58	4
701 - SKILLED CRAFT WORKERS	BLACK MALES	31	0.00	0	4.82	1
701 - SKILLED CRAFT WORKERS	WHITE FEMALES	31	3.23	1	4.21	1
802 - CLEANING AND BUILDING SERVICE	BLACK MALES	39	2.56	1	13.89	5
802 - CLEANING AND BUILDING SERVICE	WHITE FEMALES	39	17.95	7	25.68	10
802 - CLEANING AND BUILDING SERVICE	BLACK FEMALES	39	0.00	0	5.24	2

APPENDIX 5

JOB GROUP: 101 Officials/Administrators

LIST OF FEEDER POSITIONS OUTSIDE JOB GROUP				JOB CATEGORY	JOB GROUP	TOTAL NO. OF EMPLOYEES IN FEEDER POSITIONS									
						WM	BM	HM	OMM	WF	BF	HF	OMF		
Account Clerk III		F - Office and Clerical	601 - Clerical Support/Keyboard	4						3	1				
Accountant II		B - Professionals	202 - Auditors and Accountants	3	1					2					
AFIS Entry Operator I		F - Office and Clerical	601 - Clerical Support/Keyboard	12	5					6	1				
AFIS Entry Operator II		F - Office and Clerical	601 - Clerical Support/Keyboard	11	1					10					
AFIS Entry Operator III		F - Office and Clerical	601 - Clerical Support/Keyboard	4						4					
Assistant Chief Telecommunicator Engineer		C - Technicians	303 - Other Technicians	22	17					4	1				
Assistant Director of Construction and Maintenance Division		A - Officials and Administrators	102 - Managers/Administrators	1						1					
Assistant Director of CRID		A - Officials and Administrators	102 - Managers/Administrators	1						1					
Assistant Director of Crime Laboratory		A - Officials and Administrators	103 - Managers/Specialized Training	1	1										
Assistant Director of Driver Examination Division		A - Officials and Administrators	103 - Managers/Specialized Training	1	1										
Assistant Director of Motor Equipment Division		A - Officials and Administrators	102 - Managers/Administrators	1	1										
Assistant Director of Traffic Division		A - Officials and Administrators	102 - Managers/Administrators	1	1										
Assistant Garage Superintendent		G - Skilled Craft	701 - Skilled Craft Workers	1	1										
Automotive Service Assistant II		G - Skilled Craft	701 - Skilled Craft Workers	1	1										
Automotive Technician II		G - Skilled Craft	701 - Skilled Craft Workers	3	3										
Automotive Technician III		G - Skilled Craft	701 - Skilled Craft Workers	13	13										
Automotive Technician Supervisor		G - Skilled Craft	701 - Skilled Craft Workers	2	2										
Buyer II		B - Professionals	204 - Other Professional	1						1					
Carpenter II		G - Skilled Craft	701 - Skilled Craft Workers	1	1										
CDL Examination Auditor		C - Technicians	303 - Other Technicians	8	5					3					
Chief		C - Technicians	303 - Other Technicians	20	19			1							
Chief CVO		C - Technicians	303 - Other Technicians	6	5					1					
Chief Motor Vehicle Inspector		C - Technicians	303 - Other Technicians	6	5					1					
CJIS Manager		A - Officials and Administrators	103 - Managers/Specialized Training	1						1					
Clerical Services Supervisor		F - Office and Clerical	602 - Clerical Support/Non-Keyboard	5						5					
Clerk		F - Office and Clerical	601 - Clerical Support/Keyboard	1						1					
Clerk III		F - Office and Clerical	601 - Clerical Support/Keyboard	5						5					
Clerk IV		F - Office and Clerical	602 - Clerical Support/Non-Keyboard	11						11					
Clerk Typist I		F - Office and Clerical	601 - Clerical Support/Keyboard	6						6					
Clerk Typist II		F - Office and Clerical	601 - Clerical Support/Keyboard	10						10					
Clerk Typist III		F - Office and Clerical	601 - Clerical Support/Keyboard	54						53	1				
Commercial Vehicle Officer I		C - Technicians	303 - Other Technicians	45	43					2					
Commercial Vehicle Officer II		C - Technicians	303 - Other Technicians	60	52	2	1	1	4						
Computer Information Technologist I		B - Professionals	203 - Computer Professionals	5	2				3						
Computer Information Technologist II		B - Professionals	203 - Computer Professionals	4	1				3						
Computer Information Technologist III		B - Professionals	203 - Computer Professionals	14	6			1		6			1		
Computer Information Technologist Specialist I		B - Professionals	203 - Computer Professionals	6	3	1			2						
Computer Information Technologist Trainee		B - Professionals	203 - Computer Professionals	1					1						
Computer Operations Supervisor I		B - Professionals	203 - Computer Professionals	3	3					1					
Computer Operator I		C - Technicians	303 - Other Technicians	3	1	1			1						
Computer Operator II		C - Technicians	303 - Other Technicians	1	1										
Computer Operator III		C - Technicians	303 - Other Technicians	6	4				2						
Cook III		H - Service and Maintenance	801 - Food Preparation	4	1				3						
Cook Supervisor		H - Service and Maintenance	801 - Food Preparation	2	1				1						
Corporal		D - Protective Services	401 - Protective Service	237	212	13	2	5	5						
CRID Services Coordinator		C - Technicians	303 - Other Technicians	1					1						
Crime Information Analyst (Mobile/Narc)		C - Technicians	303 - Other Technicians	8	1				7						
Crime Information Analyst III		F - Office and Clerical	602 - Clerical Support/Non-Keyboard	1					1						
Crime Laboratory Quality Assurance		A - Officials and Administrators	103 - Managers/Specialized Training	1	1										
Criminal History Specialist I		B - Professionals	204 - Other Professional	3						3					
Criminal History Specialist III		B - Professionals	204 - Other Professional	1	1					1					
Criminal History Technician I		C - Technicians	303 - Other Technicians	4						4					

JOB GROUP: 101 Officials/Administrators

LIST OF FEEDER POSITIONS OUTSIDE JOB GROUP				JOB CATEGORY	JOB GROUP	TOTAL NO. OF EMPLOYEES IN FEEDER POSITIONS							
						WM	BM	HM	OMM	WF	BF	HF	OMF
Criminal History Technician II	C - Technicians	303 - Other Technicians				1				1			
Criminalist I	B - Professionals	204 - Other Professional				12	2			9	1		
Criminalist II	B - Professionals	204 - Other Professional				6	3			2	1		
Criminalist III	B - Professionals	204 - Other Professional				18	8			10			
Criminalist Supervisor	B - Professionals	204 - Other Professional				10	7			3			
CVO Supervisor I	C - Technicians	303 - Other Technicians				42	35	2		5			
CVO Supervisor II	C - Technicians	303 - Other Technicians				11	8			3			
D.A.R.E. Coordinator	B - Professionals	204 - Other Professional				1	1						
D.A.R.E. Training Facilitator	B - Professionals	204 - Other Professional				1				1			
Data Entry Operator I	F - Office and Clerical	601 - Clerical Support/Keyboard				2				2			
Data Entry Operator II	F - Office and Clerical	601 - Clerical Support/Keyboard				3				3			
Data Entry Operator III	F - Office and Clerical	601 - Clerical Support/Keyboard				9				9			
Data Entry Supervisor	F - Office and Clerical	601 - Clerical Support/Keyboard				1				1			
Designated Principal Assistant Division	A - Officials and Administrators	102 - Managers/Administrators				3	1			2			
Driver Examiner Chief	C - Technicians	303 - Other Technicians				9	2			7			
Driver Examiner Clerk II	F - Office and Clerical	602 - Clerical Support/Non-Keyboard				1				1			
Driver Examiner Clerk III	F - Office and Clerical	602 - Clerical Support/Non-Keyboard				6				5	1		
Driver Examiner I	C - Technicians	303 - Other Technicians				13	1	1		9		1	1
Driver Examiner II	C - Technicians	303 - Other Technicians				39	9	3		24	2	1	
Driver Examiner III	C - Technicians	303 - Other Technicians				86	21	1		54	9	1	
Driver Examiner Supervisor	C - Technicians	303 - Other Technicians				42	9			32	1		
Duplicating Equipment Operator III	G - Skilled Craft	701 - Skilled Craft Workers				1	1						
Duplicating Equipment Operator Supervisor	G - Skilled Craft	701 - Skilled Craft Workers				1				1			
Electrician II	G - Skilled Craft	701 - Skilled Craft Workers				1	1						
Equipment Mechanic III	C - Technicians	302 - Engineering/Science				1	1						
Equipment Technician	C - Technicians	303 - Other Technicians				1				1			
Fingerprint Services Supervisor	C - Technicians	303 - Other Technicians				1				2			
Fingerprint Technician I	C - Technicians	303 - Other Technicians				2				2			
Fingerprint Technician II	C - Technicians	303 - Other Technicians				3	1						
Fingerprint Technician III	C - Technicians	302 - Engineering/Science				3				3			
Fingerprint Technician Supervisor	C - Technicians	303 - Other Technicians				7				7			
Fiscal and Budgetary Analyst III	F - Office and Clerical	601 - Clerical Support/Keyboard				8				7	1		
Fleet Control Coordinator	B - Professionals	204 - Other Professional				1	1						
Forms Analyst II	F - Office and Clerical	601 - Clerical Support/Keyboard				2				1			
Garage Superintendent	G - Skilled Craft	701 - Skilled Craft Workers				1	1						
Grants Program Coordinator	B - Professionals	204 - Other Professional				1				1			
Hazardous Materials Training Coordinator	C - Technicians	303 - Other Technicians				1	1						
Information Analyst I	C - Technicians	303 - Other Technicians				1				1			
Information Analyst II	C - Technicians	303 - Other Technicians				1				1			
Insurance Clerk	F - Office and Clerical	602 - Clerical Support/Non-Keyboard				12	4			8			
Juvenile and Missing Persons Liaison	F - Office and Clerical	602 - Clerical Support/Non-Keyboard				2				2			
Lab Records and Evidence Control Clerk I	F - Office and Clerical	601 - Clerical Support/Keyboard				1				1			
Lab Records and Evidence Control Clerk II	F - Office and Clerical	601 - Clerical Support/Keyboard				3				3			
Lab Records and Evidence Control Clerk III	F - Office and Clerical	602 - Clerical Support/Non-Keyboard				4				4			
Lab Records and Evidence Control Clerk Supervisor	F - Office and Clerical	602 - Clerical Support/Non-Keyboard				1				1			
Laboratory Evidence Technician II	C - Technicians	303 - Other Technicians				2				2			
Latent Technician I	C - Technicians	303 - Other Technicians				2				2			
Latent Technician II	C - Technicians	302 - Engineering/Science				2				2			
Lead Radio Personnel	C - Technicians	303 - Other Technicians				25	18			7			
Leasing/Contracts Coordinator	F - Office and Clerical	602 - Clerical Support/Non-Keyboard				1				1			
Mail Clerk	F - Office and Clerical	602 - Clerical Support/Non-Keyboard				1	1						
Mobile Radio Installer II	C - Technicians	303 - Other Technicians				2	1			1			

JOB GROUP: 101 Officials/Administrators

LIST OF FEEDER POSITIONS OUTSIDE JOB GROUP	JOB CATEGORY	JOB GROUP	TOTAL NO. OF EMPLOYEES IN FEEDER POSITIONS									
			WM	BM	HM	OMM	WF	BF	HF	OMF		
Motor Vehicle Inspector I	C - Technicians	303 - Other Technicians	1	1								
Motor Vehicle Inspector II	C - Technicians	303 - Other Technicians	11	8	1			1	1			
Motor Vehicle Inspector III	C - Technicians	303 - Other Technicians	25	16	2			6	1			
MVI Analyst	F - Office and Clerical	602 - Clerical Support/Non-Keyboard	2	1				1				
MVI Supervisor	C - Technicians	303 - Other Technicians	17	15				2				
Painter	G - Skilled Craft	701 - Skilled Craft Workers	1	1								
Personnel Analyst II	B - Professionals	208 - Management Analyst, Personnel	3					3				
Personnel Records Clerk I	F - Office and Clerical	601 - Clerical Support/Keyboard	1					1				
Personnel Records Clerk II	F - Office and Clerical	601 - Clerical Support/Keyboard	1					1				
Personnel Records Clerk III	F - Office and Clerical	601 - Clerical Support/Keyboard	2					2				
Photographer	C - Technicians	303 - Other Technicians	1					1				
Plant Maintenance Engineer II	G - Skilled Craft	701 - Skilled Craft Workers	3	3								
Plant Maintenance Supervisor	G - Skilled Craft	701 - Skilled Craft Workers	1	1								
POST Program Coordinator	B - Professionals	204 - Other Professional	1					1				
Probationary Radio Personnel	C - Technicians	303 - Other Technicians	14	5				9				
Probationary Trooper	D - Protective Services	401 - Protective Service	26	23	1	1		1				
Property Inventory Controller	F - Office and Clerical	601 - Clerical Support/Keyboard	1	1								
Public Information Specialist III	B - Professionals	204 - Other Professional	1					1				
Quality Control Clerk I	C - Technicians	303 - Other Technicians	1					1				
Radio Personnel	C - Technicians	303 - Other Technicians	34	20				14				
Radio Telecommunicator	C - Technicians	303 - Other Technicians	2	2								
Radio Telecommunicator Training Engineer	C - Technicians	303 - Other Technicians	2	1				1				
Research Analyst II	B - Professionals	204 - Other Professional	2					1	1			
Research Analyst IV	B - Professionals	204 - Other Professional	2	1				1				
Scale Maintenance Technician	C - Technicians	302 - Engineering/Science	1	1								
Section Chief	C - Technicians	303 - Other Technicians	3	3								
Senior Chief CVO	C - Technicians	303 - Other Technicians	1					1				
Senior Chief Motor Vehicle Inspector	C - Technicians	303 - Other Technicians	1	1								
Sergeant	D - Protective Services	401 - Protective Service	280	252	13	1	5	7	2			
Shop Engineer	C - Technicians	303 - Other Technicians	3	2	1							
Special Assistant Office and Clerical	F - Office and Clerical	601 - Clerical Support/Keyboard	22	4				18				
Staff Artist II	C - Technicians	303 - Other Technicians	1					1				
Staff Artist III	C - Technicians	303 - Other Technicians	1					1				
Staff Inspector	B - Professionals	204 - Other Professional	1					1				
Stenographer I	F - Office and Clerical	601 - Clerical Support/Keyboard	1					1				
Stenographer III	F - Office and Clerical	601 - Clerical Support/Keyboard	6									
Stores Clerk III	H - Service and Maintenance	804 - Laborers	1	1				6				
Stores Clerk Supervisor	H - Service and Maintenance	804 - Laborers	1	1								
Supply Manager II	H - Service and Maintenance	803 - Transportation Occupations	1	1								
Technical Field Engineer	C - Technicians	303 - Other Technicians	2	1			1					
Telecommunicator	C - Technicians	303 - Other Technicians	37	8	1			27			1	
Traffic Safety Analyst III	F - Office and Clerical	601 - Clerical Support/Keyboard	2					2				
Trooper	D - Protective Services	401 - Protective Service	67	66	1							
Trooper 1st Class	D - Protective Services	401 - Protective Service	292	257	9	2	8	15	1			
UCR Trainer/Quality Assurance Auditor	B - Professionals	204 - Other Professional	9	7				2				
UCR/NIBRS Analyst	B - Professionals	204 - other Professional	1					1				
Video Production Specialist II	B - Professionals	204 - Other Professional	2	1				1				
TOTAL NUMBER			1929	1261	53	7	22	554	26	3	3	
TOTAL PERCENTAGE			100%	65.37%	2.75%	0.36%	1.14%	28.72%	1.35%	0.16%	0.16%	

JOB GROUP: 102_Managers/Administrators

LIST OF FEEDER POSITIONS OUTSIDE JOB GROUP				JOB CATEGORY	JOB GROUP	TOTAL NO. OF EMPLOYEES IN FEEDER POSITIONS									
						WM	BM	HM	OMM	WF	BF	HF	OMF		
Automotive Technician Supervisor		G - Skilled Craft	701 - Skilled Craft Workers	2	2										
Building and Grounds Maintenance Supervisor		H - Service and Maintenance	802 - Cleaning and Building Service	11	11										
Clerical Services Supervisor		F - Office and Clerical	602 - Clerical Support/Non-Keyboard	5					5						
Computer Operations Supervisor I		B - Professionals	203 - Computer Professionals	3	3										
Cook Supervisor		H - Service and Maintenance	801 - Food Preparation	2	1				1						
CRID Services Coordinator		C - Technicians	303 - Other Technicians	1					1						
CVO Supervisor I		C - Technicians	303 - Other Technicians	42	35	2				5					
CVO Supervisor II		C - Technicians	303 - Other Technicians	11	8					3					
Data Entry Supervisor		F - Office and Clerical	601 - Clerical Support/Keyboard	1						1					
Driver Examiner Supervisor		C - Technicians	303 - Other Technicians	42	9					32	1				
Duplicating Equipment Operator Supervisor		G - Skilled Craft	701 - Skilled Craft Workers	1						1					
Fingerprint Services Supervisor		C - Technicians	303 - Other Technicians	1						1					
Fingerprint Technician Supervisor		C - Technicians	303 - Other Technicians	7						7					
Garage Superintendent		G - Skilled Craft	701 - Skilled Craft Workers	1	1										
Lab Records and Evidence Control Clerk Supervisor		F - Office and Clerical	602 - Clerical Support/Non-Keyboard	1						1					
MVI Supervisor		C - Technicians	303 - Other Technicians	17	15					2					
Plant Maintenance Supervisor		G - Skilled Craft	701 - Skilled Craft Workers	1	1										
Special Assistant Office and Clerical		F - Office and Clerical	601 - Clerical Support/Keyboard	22	4					18					
Stores Clerk Supervisor		H - Service and Maintenance	804 - Laborers	1	1										
TOTAL NUMBER				172	91	2	0	0	0	78	1	0	0		
TOTAL PERCENTAGE				100%	52.91%	1.16%	0.00%	0.00%	0.00%	45.35%	0.58%	0.00%	0.00%		

JOB GROUP: 103 Managers/Specialized Training

LIST OF FEEDER POSITIONS OUTSIDE JOB GROUP	JOB CATEGORY	JOB GROUP	TOTAL	NO. OF EMPLOYEES IN FEEDER POSITIONS									
				WM	BM	HM	OMM	WF	BF	HF	OMF		
Automotive Technician Supervisor	G - Skilled Craft	701 - Skilled Craft Workers	2	2									
Building and Grounds Maintenance Supervisor	H - Service and Maintenance	802 - Cleaning and Building Service	11	11									
Clerical Services Supervisor	F - Office and Clerical	602 - Clerical Support/Non-Keyboard	5					5					
Cook Supervisor	H - Service and Maintenance	801 - Food Preparation	2	1				1					
Criminalist Supervisor	B - Professionals	204 - Other Professional	10	7				3					
CVO Supervisor I	C - Technicians	303 - Other Technicians	42	35	2			5					
CVO Supervisor II	C - Technicians	303 - Other Technicians	11	8				3					
Data Entry Supervisor	F - Office and Clerical	601 - Clerical Support/Keyboard	1					1					
Driver Examiner Supervisor	C - Technicians	303 - Other Technicians	42	9				32	1				
Duplicating Equipment Operator Supervisor	G - Skilled Craft	701 - Skilled Craft Workers	1					1					
Fingerprint Technician Supervisor	C - Technicians	303 - Other Technicians	7					7					
Lab Records and Evidence Control Clerk Supervisor	F - Office and Clerical	602 - Clerical Support/Non-Keyboard	1					1					
MVI Supervisor	C - Technicians	303 - Other Technicians	17	15				2					
Plant Maintenance Supervisor	G - Skilled Craft	701 - Skilled Craft Workers	1	1									
Stores Clerk Supervisor	H - Service and Maintenance	804 - Laborers	1	1									
TOTAL NUMBER			154	90	2	0	0	61	1	0	0		
TOTAL PERCENTAGE			100%	58.44%	1.30%	0.00%	0.00%	39.61%	0.65%	0.00%	0.00%		

JOB GROUP: 202 Auditors and Accountants

[illegible]

JOB GROUP: 203 Computer Professionals

LIST OF FEEDER POSITIONS OUTSIDE JOB GROUP	JOB CATEGORY	JOB GROUP	TOTAL	NO. OF EMPLOYEES IN FEEDER POSITIONS							
				WM	BM	HM	OMM	WF	BF	HF	OMF
Clerk Typist III	F - Office and Clerical	601 - Clerical Support/Keyboard	54					53	1		
Computer Operator III	C - Technicians	303 - Other Technicians	6	4				2			
Criminal History Technician I	C - Technicians	303 - Other Technicians	4					4			
Criminal History Technician II	C - Technicians	303 - Other Technicians	1					1			
Fiscal and Budgetary Analyst III	F - Office and Clerical	601 - Clerical Support/Keyboard	8					7	1		
Information Analyst II	C - Technicians	303 - Other Technicians	12	4				8			
TOTAL NUMBER			85	8	0	0	0	75	2	0	0
TOTAL PERCENTAGE			100%	9.41%	0.00%	0.00%	0.00%	88.24%	2.35%	0.00%	0.00%

JOB GROUP: 302 Engineering/Science

LIST OF FEEDER POSITIONS OUTSIDE JOB GROUP		JOB CATEGORY	JOB GROUP	TOTAL NO. OF EMPLOYEES IN FEEDER POSITIONS								
				WM	BM	HM	OMM	WF	BF	HF	OMF	
Latent Technician I		C - Technicians	303 - Other Technicians	2				2				
			TOTAL NUMBER	2	0	0	0	2	0	0	0	
			TOTAL PERCENTAGE	100%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	

JOB GROUP: 303 Other Technicians

LIST OF FEEDER POSITIONS OUTSIDE JOB GROUP				JOB CATEGORY	JOB GROUP	TOTAL NO. OF EMPLOYEES IN FEEDER POSITIONS										
						WM	BM	HM	OMM	WF	BF	HF	OMF			
Building and Grounds Maintenance I		H - Service and Maintenance	802 - Cleaning and Building Service	3	3											
Building and Grounds Maintenance II		H - Service and Maintenance	802 - Cleaning and Building Service	19	17	1				1						
Building and Grounds Maintenance Supervisor		H - Service and Maintenance	802 - Cleaning and Building Service	11	11											
Clerk		F - Office and Clerical	601 - Clerical Support/Keyboard	1						1						
Clerk III		F - Office and Clerical	601 - Clerical Support/Keyboard	5						5						
Clerk IV		F - Office and Clerical	602 - Clerical Support/Non-Keyboard	11						11						
Clerk Typist I		F - Office and Clerical	601 - Clerical Support/Keyboard	6						6						
Clerk Typist II		F - Office and Clerical	601 - Clerical Support/Keyboard	10						10						
Clerk Typist III		F - Office and Clerical	601 - Clerical Support/Keyboard	54						53	1					
Data Entry Operator I		F - Office and Clerical	601 - Clerical Support/Keyboard	2						2						
Data Entry Operator II		F - Office and Clerical	601 - Clerical Support/Keyboard	3						3						
Data Entry Operator III		F - Office and Clerical	601 - Clerical Support/Keyboard	9						9						
Data Entry Supervisor		F - Office and Clerical	601 - Clerical Support/Keyboard	1						1						
Food Service Manager		H - Service and Maintenance	801 - Food Preparation	1						1						
Lab Records and Evidence Control Clerk I		F - Office and Clerical	601 - Clerical Support/Keyboard	1						1						
Lab Records and Evidence Control Clerk II		F - Office and Clerical	601 - Clerical Support/Keyboard	3						3						
Lab Records and Evidence Control Clerk III		F - Office and Clerical	602 - Clerical Support/Non-Keyboard	4						4						
Personnel Records Clerk I		F - Office and Clerical	601 - Clerical Support/Keyboard	1						1						
Personnel Records Clerk II		F - Office and Clerical	601 - Clerical Support/Keyboard	1						1						
Personnel Records Clerk III		F - Office and Clerical	601 - Clerical Support/Keyboard	2						2						
Stores Clerk III		H - Service and Maintenance	804 - Laborers	1	1											
Stores Clerk Supervisor		H - Service and Maintenance	804 - Laborers	1	1											
TOTAL NUMBER				150	33	1	0	0	0	115	1	0	0			
TOTAL PERCENTAGE				100%	22.00%	0.67%	0.00%	0.00%	0.00%	76.67%	0.67%	0.00%	0.00%			

JOB GROUP: 401 Protective Service

LIST OF FEEDER POSITIONS OUTSIDE JOB GROUP		JOB CATEGORY	JOB GROUP	TOTAL	NO. OF EMPLOYEES IN FEEDER POSITIONS							
					WM	BM	HM	OMM	WF	BF	HF	OMF
Account Clerk III		F - Office and Clerical	601 - Clerical Support/Keyboard	4					3	1		
Accountant II		B - Professionals	202 - Auditors and Accountants	3	1				2			
AFIS Entry Operator I		F - Office and Clerical	601 - Clerical Support/Keyboard	12	5				6	1		
AFIS Entry Operator II		F - Office and Clerical	601 - Clerical Support/Keyboard	11	1				10			
AFIS Entry Operator III		F - Office and Clerical	601 - Clerical Support/Keyboard	4					4			
Assistant Garage Superintendent		G - Skilled Craft	701 - Skilled Craft Workers	1	1							
Automotive Service Assistant II		G - Skilled Craft	701 - Skilled Craft Workers	1	1							
Automotive Technician II		G - Skilled Craft	701 - Skilled Craft Workers	3	3							
Automotive Technician III		G - Skilled Craft	701 - Skilled Craft Workers	13	13							
Automotive Technician Supervisor		G - Skilled Craft	701 - Skilled Craft Workers	2	2							
Buyer II		B - Professionals	204 - Other Professional	1					1			
Carpenter II		C - Skilled Craft	701 - Skilled Craft Workers	1	1							
CDL Examination Auditor		C - Technicians	303 - Other Technicians	8	5				3			
Clerical Services Supervisor		F - Office and Clerical	602 - Clerical Support/Non-Keyboard	5					5			
Clerk		F - Office and Clerical	601 - Clerical Support/Keyboard	1					1			
Clerk III		F - Office and Clerical	601 - Clerical Support/Keyboard	5					5			
Clerk IV		F - Office and Clerical	602 - Clerical Support/Non-Keyboard	11					11			
Clerk Typist I		F - Office and Clerical	601 - Clerical Support/Keyboard	6					6			
Clerk Typist II		F - Office and Clerical	601 - Clerical Support/Keyboard	10					10			
Clerk Typist III		F - Office and Clerical	601 - Clerical Support/Keyboard	54					53	1		
Commercial Vehicle Officer I		C - Technicians	303 - Other Technicians	45	43				2			
Commercial Vehicle Officer II		C - Technicians	303 - Other Technicians	60	52	2	1	1	4			
Computer Information Technologist I		B - Professionals	203 - Computer Professionals	5	2				3			
Computer Information Technologist Trainee		B - Professionals	203 - Computer Professionals	1					1			
Computer Operator I		C - Technicians	303 - Other Technicians	3	1	1			1			
Computer Operator II		C - Technicians	303 - Other Technicians	1	1							
Computer Operator III		C - Technicians	303 - Other Technicians	6	4				2			
Cook III		H - Service and Maintenance	801 - Food Preparation	4	1				3			
Cook Supervisor		H - Service and Maintenance	801 - Food Preparation	2	1				1			
Crime Information Analyst (Mobile/Narc)		C - Technicians	303 - Other Technicians	8	1				7			
Crime Information Analyst III		F - Office and Clerical	602 - Clerical Support/Non-Keyboard	1					1			
Crime Laboratory Quality Assurance		A - Officials and Administrators	103 - Managers/Specialized Training	1	1							
Criminal History Specialist I		B - Professionals	204 - Other Professional	3					3			
Criminal History Specialist III		B - Professionals	204 - Other Professional	1	1							
Criminal History Technician I		C - Technicians	303 - Other Technicians	4					4			
Criminal History Technician II		C - Technicians	303 - Other Technicians	1					1			
Criminalist I		B - Professionals	204 - Other Professional	12	2				9	1		
Criminalist II		B - Professionals	204 - Other Professional	6	3				2	1		
Criminalist III		B - Professionals	204 - Other Professional	18	8				10			
Criminalist Supervisor		B - Professionals	204 - Other Professional	10	7				3			
CVO Supervisor I		C - Technicians	303 - Other Technicians	42	35	2			5			
CVO Supervisor II		C - Technicians	303 - Other Technicians	11	8				3			
Data Entry Operator I		F - Office and Clerical	601 - Clerical Support/Keyboard	2					2			
Data Entry Operator II		F - Office and Clerical	601 - Clerical Support/Keyboard	3					3			
Data Entry Operator III		F - Office and Clerical	601 - Clerical Support/Keyboard	9					9			
Data Entry Supervisor		F - Office and Clerical	601 - Clerical Support/Keyboard	1					1			
Driver Examiner Clerk II		F - Office and Clerical	602 - Clerical Support/Non-Keyboard	1					1			
Driver Examiner Clerk III		F - Office and Clerical	602 - Clerical Support/Non-Keyboard	6					5	1		
Driver Examiner I		C - Technicians	303 - Other Technicians	13	1	1			9		1	1
Driver Examiner II		C - Technicians	303 - Other Technicians	39	9	3			24	2		1
Driver Examiner III		C - Technicians	303 - Other Technicians	86	21	1			54	9		1
Driver Examiner Supervisor		C - Technicians	303 - Other Technicians	42	9				32	1		

JOB GROUP: 401 Protective Service

LIST OF FEEDER POSITIONS OUTSIDE JOB GROUP	JOB CATEGORY	JOB GROUP	TOTAL	NO. OF EMPLOYEES IN FEEDER POSITIONS							
				WM	BM	HM	OMM	WF	BF	HF	OMF
Duplicating Equipment Operator III	G - Skilled Craft	701 - Skilled Craft Workers	1	1							
Duplicating Equipment Operator Supervisor	G - Skilled Craft	701 - Skilled Craft Workers	1					1			
Electrician II	G - Skilled Craft	701 - Skilled Craft Workers	1	1							
Equipment Mechanic III	G - Skilled Craft	701 - Skilled Craft Workers	1	1							
Equipment Technician	C - Technicians	302 - Engineering/Science	1	1							
Fingerprint Technician I	C - Technicians	303 - Other Technicians	2					2			
Fingerprint Technician II	C - Technicians	303 - Other Technicians	3	1				2			
Fingerprint Technician III	C - Technicians	302 - Engineering/Science	3					3			
Fingerprint Technician Supervisor	C - Technicians	303 - Other Technicians	7					7			
Fiscal and Budgetary Analyst III	F - Office and Clerical	601 - Clerical Support/Keyboard	8					7	1		
Fleet Control Coordinator	B - Professionals	204 - Other Professional	1	1							
Forms Analyst II	F - Office and Clerical	601 - Clerical Support/Keyboard	2	1				1			
Grants Program Coordinator	B - Professionals	204 - Other Professional	1					1			
Information Analyst I	C - Technicians	303 - Other Technicians	1					1			
Information Analyst II	C - Technicians	303 - Other Technicians	12	4				8			
Insurance Clerk	F - Office and Clerical	602 - Clerical Support/Non-Keyboard	2					2			
Juvenile and Missing Persons Liaison	F - Office and Clerical	602 - Clerical Support/Non-Keyboard	1					1			
Lab Records and Evidence Control Clerk I	F - Office and Clerical	601 - Clerical Support/Keyboard	1					1			
Lab Records and Evidence Control Clerk II	F - Office and Clerical	601 - Clerical Support/Keyboard	3					3			
Lab Records and Evidence Control Clerk III	F - Office and Clerical	602 - Clerical Support/Non-Keyboard	4					4			
Lab Records and Evidence Control Clerk Supervisor	F - Office and Clerical	602 - Clerical Support/Non-Keyboard	1					1			
Laboratory Evidence Technician II	C - Technicians	303 - Other Technicians	2					2			
Latent Technician I	C - Technicians	303 - Other Technicians	2					2			
Latent Technician II	C - Technicians	302 - Engineering/Science	2					2			
Leasing/Contracts Coordinator	F - Office and Clerical	602 - Clerical Support/Non-Keyboard	1					1			
Mail Clerk	F - Office and Clerical	602 - Clerical Support/Non-Keyboard	1	1							
Mobile Radio Installer II	C - Technicians	303 - Other Technicians	2	1				1			
Motor Vehicle Inspector I	C - Technicians	303 - Other Technicians	1	1							
Motor Vehicle Inspector II	C - Technicians	303 - Other Technicians	11	8	1			1	1		
Motor Vehicle Inspector III	C - Technicians	303 - Other Technicians	25	16	2			6	1		
MVI Analyst	F - Office and Clerical	602 - Clerical Support/Non-Keyboard	2	1				1			
MVI Supervisor	C - Technicians	303 - Other Technicians	17	15				2			
Painter	G - Skilled Craft	701 - Skilled Craft Workers	1	1							
Personnel Analyst II	B - Professionals	208 - Management Analyst, Personnel	3					3			
Personnel Records Clerk I	F - Office and Clerical	601 - Clerical Support/Keyboard	1					1			
Personnel Records Clerk II	F - Office and Clerical	601 - Clerical Support/Keyboard	1					1			
Personnel Records Clerk III	F - Office and Clerical	601 - Clerical Support/Keyboard	2					2			
Photographer	C - Technicians	303 - Other Technicians	1					1			
Plant Maintenance Engineer II	G - Skilled Craft	701 - Skilled Craft Workers	3	3							
Plant Maintenance Supervisor	G - Skilled Craft	701 - Skilled Craft Workers	1	1							
Probationary Radio Personnel	C - Technicians	303 - Other Technicians	14	5				9			
Property Inventory Controller	F - Office and Clerical	601 - Clerical Support/Keyboard	1	1							
Public Information Specialist III	B - Professionals	204 - Other Professional	1					1			
Quality Control Clerk I	C - Technicians	303 - Other Technicians	1					1			
Scale Maintenance Technician	C - Technicians	303 - Other Technicians	1					1			
Staff Artist II	C - Technicians	303 - Other Technicians	1					1			
Staff Artist III	C - Technicians	303 - Other Technicians	1					1			
Staff Inspector	B - Professionals	204 - Other Professional	1					1			
Stenographer I	F - Office and Clerical	601 - Clerical Support/Keyboard	1					1			
Stenographer III	F - Office and Clerical	601 - Clerical Support/Keyboard	6					6			
Stores Clerk III	H - Service and Maintenance	804 - Laborers	1	1							
Stores Clerk Supervisor	H - Service and Maintenance	804 - Laborers	1	1							

JOB GROUP: 401 Protective Service

LIST OF FEEDER POSITIONS OUTSIDE JOB GROUP	JOB CATEGORY	JOB GROUP	TOTAL	NO. OF EMPLOYEES IN FEEDER POSITIONS									
				WM	BM	HM	OMM	WF	BF	HF	OMF		
Supply Manager II	H - Service and Maintenance	803 - Transportation Occupations	1	1									
Telecommunicator	C - Technicians	303 - Other Technicians	37	8	1			27					1
Traffic Safety Analyst III	F - Office and Clerical	601 - Clerical Support/Keyboard	2					2					
UCR Trainer/Quality Assurance Auditor	B - Professionals	204 - Other Professional	9	7				2					
UCR/NIBRS Analyst	B - Professionals	204 - other Professional	1					1					
Video Production Specialist II	B - Professionals	204 - Other Professional	2	1				1					
TOTAL NUMBER			821	329	14	1	1	450	21	3	2		
TOTAL PERCENTAGE			100%	40.07%	1.71%	0.12%	0.12%	54.81%	2.56%	0.37%	0.24%		

JOB GROUP: 602 Clerical Support/Non-Keyboard

LIST OF FEEDER POSITIONS OUTSIDE JOB GROUP	JOB CATEGORY	JOB GROUP	TOTAL	NO. OF EMPLOYEES IN FEEDER POSITIONS							
				WM	BM	HM	OMM	WF	BF	HF	OMF
Clerk Typist III	F - Office and Clerical	601 - Clerical Support/Keyboard	54					53	1		
Information Analyst II	C - Technicians	303 - Other Technicians	12	4				8			
Personnel Records Clerk III	F - Office and Clerical	601 - Clerical Support/Keyboard	2					2			
TOTAL NUMBER				68	4	0	0	63	1	0	0
TOTAL PERCENTAGE				100%	5.88%	0.00%	0.00%	92.65%	1.47%	0.00%	0.00%

JOB GROUP: 801 Food Preparation

[illegible]

JOB GROUP: 802 Cleaning and Building Service

LIST OF FEEDER POSITIONS OUTSIDE JOB GROUP	JOB CATEGORY	JOB GROUP	TOTAL NO. OF EMPLOYEES IN FEEDER POSITIONS									
			WM	BM	HM	OMM	WF	BF	HF	OMF		
Clerk	F - Office and Clerical	601 - Clerical Support/Keyboard	1				1					
Clerk III	F - Office and Clerical	601 - Clerical Support/Keyboard	5				5					
Data Entry Operator III	F - Office and Clerical	601 - Clerical Support/Keyboard	9				9					
Driver Examiner Clerk II	F - Office and Clerical	602 - Clerical Support/Non-Keyboard	1				1					
Driver Examiner Clerk III	F - Office and Clerical	602 - Clerical Support/Non-Keyboard	6				5	1				
TOTAL NUMBER			22	0	0	0	21	1	0	0		
TOTAL PERCENTAGE			100%	0.00%	0.00%	0.00%	95.45%	4.55%	0.00%	0.00%		

JOB GROUP: 803 Transportation Occupations

LIST OF FEEDER POSITIONS OUTSIDE JOB GROUP		JOB CATEGORY	JOB GROUP	TOTAL	NO. OF EMPLOYEES IN FEEDER POSITIONS							
					WM	BM	HM	OMM	WF	BF	HF	OMF
Clerk IV		F - Office and Clerical	602 - Clerical Support/Non-Keyboard	11					11			
Stores Clerk Supervisor		H - Service and Maintenance	804 - Laborers	1	1							
TOTAL NUMBER				12	1	0	0	0	11	0	0	0
TOTAL PERCENTAGE				100%	8.33%	0.00%	0.00%	0.00%	91.67%	0.00%	0.00%	0.00%

JOB GROUP: 804 Laborers

[illegible]

ACKNOWLEDGEMENT

I hereby acknowledge receipt of the Equal Employment Opportunity Plan and have read the contents.

Name (Print): _____

Rank/Title: _____ Badge: _____

Signature: _____ Date: _____

Troop: _____ Zone/Division: _____

(Please sign and return this page to the Human Resources Division by June 15, 2005)